

VN 25/18 Secretary / Administrative Assistant (Closed)

It is an exciting time to be working at EUMETSAT. As an organisation we are operating a fleet of satellites delivering weather and climate-related satellite data and images to our users worldwide; helping protect lives, property and industries. However, you do not need to be an engineer or a scientist to make a positive contribution. Our colleagues in administrative roles play an equally important role in the success of the EUMETSAT programmes and are valued members of the EUMETSAT family.

The holder of this post provides administrative and secretarial support within the Secretariat of the Director of Operations and Services to Users Department (OPS) consisting of 4 divisions. The candidate successful in this position will report to the Personal Assistant to the Director of the Department, working along side other admin assistants.

The Operations and Services to Users (OPS) Department is responsible for exploiting EUMETSAT's operational satellite systems and delivering agreed data, products and support services.

Duties

The main duties include the following:

- Preparation of international meetings, involving administrative arrangements, preparation and distribution of documents, arranging and delivering catering for in-house meetings;
- Dealing with administrative enquiries from EUMETSAT staff regarding departmental activities;
- Carrying out standard
- Dealing with internal and external telephone enquiries and with administrative enquiries from other Divisions/Departments;
- Dealing with travel arrangements for staff members of the OPS Department;
- Setting up new starter IT accounts and supporting the on-boarding process;
- Supporting the monitoring of OPS related budget articles (e.g. mission costs, etc.) as required;



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

A full secondary education and/or secretarial education or equivalent professional qualification is required.



LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French.



DEADLINE

31 March 2025

secretarial tasks such as copying, typing, filing, registering incoming and outgoing correspondence in the EUMETSAT Documentation Management System, dealing with incoming and outgoing e-mails, scheduling appointments and following up on actions;

- Preparing international and routine correspondence, i.e. letters, memos and documents;

- Acting as departmental Document Management Responsible (DMR) for document preparation and handling (e.g. in the context of Delegate Body Meetings);
- Updating information and improving the quality of the OPS departmental Atlassian Confluence and intranet pages.

Skills and Experience

- Proven secretarial and administrative experience in a multi-lingual environment;
- Proven ability to work autonomously, to plan, self-organize and deliver high quality outputs within deadlines, even in stressful situations;
- Proficient practice of office software suites (i.e. Word, Excel, PowerPoint, Outlook), and experience of a document management system, a collaboration tool and an ERP system, preferably SAP, with ability to adapt to new tools;
- Excellent typing and PC skills;
- Excellent communication and team-working skills with ability to interact effectively at all levels with tact and diplomacy.

Employment Conditions

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

This post is graded B2/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 4301 per month (net of internal tax but excluding pension contribution and insurances) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and

women.

Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.

About EUMETSAT

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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