



**HE Space** is a successful international space company. For 40 years, we have been supporting our customers with qualified experts in the field of engineering, science and administration. HE Space has joined forces with CS Group to lead the engineering and digital space market in Europe and to provide highly skilled consulting.

## **Secretary / Administrative Assistant**

### **Key Tasks and Responsibilities**

As part of the Business Management Controlling & Administration, you will have the following responsibilities:

- Tasks related to documentation management, distribution/registration of mail and documents, including maintenance of Harmonisation Document Management System, ESA blue-docs and Sharepoint;
- Organisation of room and resources for meetings and/or events falling under the responsibility of the Unit(s). This includes the organisation of logistics for meetings with internal and external stakeholders (e.g. delegations, industry);
- Dealing with incoming telephone calls and information requests;
- Analysing incoming correspondence and documentation and managing distribution of outgoing correspondence and documentation;
- Provision of various logistic support to the Unit;
- Day-to-day support to Unit personnel regarding business travel arrangements, leave management, coordination of training;
- Handling arrivals (office, phone, computer, security, access to databases, information systems) and departures (deregistration, etc.) of Unit personnel;
- Ordering of office supplies and maintenance of stationary;
- Maintaining and following up actions lists for the Unit and taking minutes of coordination meetings for the Unit;
- Support to visitor service: including access control, preparing visa applications, distribution of information material;
- Participation to the preparation and the publication of internal and external documents, including editing and proofreading;
- Data collection, extraction from various Corporate applications (e.g. ESA-Star) and from various internal sources and data consistency checking and coherence analysis.

### **Skills & Experience**

You will have the following qualifications and relevant experience:

- Graduated from high-school/ secondary education;

## Passionate about people and passionate about space

- Highly proficient with office automation tools, in particular Microsoft Office package. Knowledge of Sharepoint would be an asset;
- Team-oriented experience is a must (position will support 2 managers and their respective teams + ad hoc tasks to a 3rd one when needed);
- Familiarity with ESA working environment in a similar position is a distinct advantage;
- Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in Noordwijk, Netherlands.

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to Kalina Traykova by clicking on the button "Apply for this job" quoting job **NL-HP-24058**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA