



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.

Secretary / Administrative Assistant (Temporary)

Key Tasks and Responsibilities

As part of the Business Management and Administration Division, you will have the following responsibilities:

- Supporting the Head of Office and the Project teams reporting to the Office in the preparation and follow up of administrative, organizational as well as contractual matters;
- Planning/coordinating the Head of Office's and Project Manager/s' agenda, commitments and meetings, organizing the missions and keeping the Head of Office informed on all issues of concern;
- Day-to-day support to Unit personnel regarding business travel arrangements, leave management, coordination of training;
- 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 Uni;
- 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;
- Room and resources bookings for meetings and/or events falling under the responsibility of the Unit;
- Manage the procurement of promotional items for the Office projects in liaison with the Project Controllers; including preparation of requirements;
- Administration and handling of shipment of goods and express mail;
- Tasks related to documentation management, distribution/registration of mail and documents;
- Establishing and maintaining the structure, records and files on the Management Information Systems, such as Eclipse, SharePoint;
- Organization of agenda and of meetings;
- Maintaining documents libraries for the Office, including maintenance of change log, distribution lists, issue information notes to concerned users;
- Maintaining and following up actions lists for the Office and taken minutes of coordination meetings for the Office;
- Participation to organisation of events (e.g., workshops, conferences) as required;
- Support to the Project Review Process;
- Support to visitor service: including access control, distribution of information material;
- ESA site administration: including periodical update (e.g., daily) of site schedule, updating and distribution of the site telephone list;
- 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., SAP, PRISMA) and from various internal sources and data consistency checking and coherence analysis.

Skills & Experience

You will have the following qualifications and relevant experience:

- Minimum Secondary Education;
- Multiple years of experience in assisting Senior Executive is an asset;
- Proven sense of confidentiality;
- Excellent interpersonal and communication skills as well as very good qualities of order, method, tact, initiative, and in particular discretion are required;
- A proficiency in the use of the Agency's information systems and tools (ESAP, Eclipse) is required;
- Highly proficient with modern electronics office automation tools in particular Microsoft Office suite and electronic mailing (preferably Lotus Notes);
- Familiarity with ESA working environment in a similar position is a distinct advantage;
- Fluency in English and Dutch is mandatory; knowledge of another European language is an advantage.

This job is located in **Noordwijk**. **Please note that this position is temporary, however the definite end date has not been settled yet.**

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to KalinaTraykova, by clicking on the button "Apply for this job" quoting job **NL-HP-5170**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA