



**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.

## Documentalist

### Key Tasks and Responsibilities

As part of the team, you will have the following responsibilities:

- Support the administration of the Department's policies, instructions and guidelines;
- Support the heads in editing, configuring and issuing regular reports and management documentation; ;
- Analyse incoming correspondence and documentation and distribute accordingly;
- Write texts and documents (such as communications, reports of company meetings), draft, review and send communications on behalf of the manager;
- Maintain various records and archiving of documents in sharepoint, Eclipse or Teams as instructed by the Manager;
- Administrative support to the Project review process retrieve documents in BlueDocs when requested by the manager;
- Document registration, distribution and archiving;
- Support users for retrieving documents from local DMS (Eclipse/DCCM), DMS's from external partners and/or industry, and other sources;
- Manage the original files; support the organisation of project reviews;
- Support review of the status of documents in the different archives and where appropriate register this information in the DMS database;
- Support enhancements of the document management concepts and of future improvements.

### Skills & Experience

You will have the following qualifications and relevant experience:

- Masters in a relevant discipline;
- 4 years experience in documentation controlling;
- The Contractor shall be mastering in using electronic office tools, in particular Microsoft Office and Adobe Acrobat, electronic mailing, videoconferencing tools, and collaborative working tools (such as sharepoint, slack, ...), preferably in the tools supported by ESA corporate IT;
- Experience in finance and financial tools (preferably SAP) and ideally in documentation management systems (e.g. Eclipse/DCCM);
- communicate fluently all necessary information related to the service in English for location ESTEC; and French and English for location CST;
- treat information related to the service with confidentiality, discretion and integrity.
- high-level of communication and organizational skills, with attention to detail, flexibility and ability to identify priorities;
- Routine tasks shall be executed autonomously;

## Passionate about people and passionate about space

- Service-oriented attitude, team spirit and ability to work co-operatively with other services and people in an international environment;
- Time-management skills;
- Ability to pay attention to details;
- Organization skills;
- Multitasking skills;
- Mastering of communication tools Microsoft Outlook, teams, WebEx

Interpersonal skills:

- Accuracy skills;
- Problem-solving skills;
- Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in **Noordwijk, the 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-24118**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA