The ESF is a non-profit organisation dedicated to the support of excellent science through the provision of specialized services. We operate in the EU and wider European environment and collaborate with major scientific stakeholders. In the frame of our development we invite applications for an Administrative Assistant.

The mission of the position is to provide optimal administrative support to ESF scientific activities.

This position will involve:

▪ Undertaking general administrative duties linked to ESF Grant Evaluation activities, and providing logistical on-site support for meetings as appropriate;
▪ Contacting and linking with external experts and members of the ESF Community of Experts.
▪ Making optimal and cost-effective travel arrangements as requested;
▪ Entering and updating relevant data into ESF information systems, in compliance with ESF procedural rules.

The Administrative Assistant should demonstrate the following competencies:

▪ Administrative/secretarial qualifications with 1- or 2-years’ experience, preferably in an international environment;
▪ Knowledge of office procedures and of organisation of meetings and travel;
▪ Good standard of spoken and written English as the working language;
▪ Good computer skills: Outlook, Word, Excel, PowerPoint, internet...
▪ Good understanding of ESF activities and instruments;
▪ Task-orientated and responsible and continuously improvement-minded with a willingness to develop further skills through appropriate training;
▪ Good inter-personal and communication qualities within a multi-national context;
▪ Transparency in working and a team-orientated work ethic (both in terms of Unit and corporate working);
▪ Good organisational skills and capacity to deliver on allocated tasks and respond in a timely manner to deadlines;
▪ Commitment to “customer care” with colleagues throughout the organisation and to ensuring external customer satisfaction;
▪ Ability to manage priorities;
▪ Positive and constructive attitude.

Employment conditions:

▪ This full-time position is expected to start in May.
▪ 8 months contract + possible extension.

Please send your application (cover letter + CV in English) by 12 May 2021 to jobs@esf.org quoting the following reference AA 2021. Interviews will be held in Strasbourg on 17 May 2021.

The ESF will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender (including in cases of pregnancy or maternity); age; ethnic, national or social origin; religion or belief; sexual orientation; disability; political opinion; social or economic condition or health.