Administrative Assistant

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 Grant Evaluation (GE) activities, liaising with expert reviewers and Research Associates and ESF scientific staff, monitoring the email boxes and responding to queries. Day-to-day operations are linked to the ESF SmartSimple Platform.

This position will involve:

- Undertaking general administrative duties linked to ESF Grant Evaluation activities:
  - Monitoring of invitation process of reviewers and scientific staff
  - Assisting with the GE mission set-up on a platform (e.g., updating the platform and cross-checking information)
  - Supporting the processing of the expert honoraria payments
  - Supporting the development and maintenance of the College of Experts, including communication with experts and expert invitation campaigns
- 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 and good knowledge of Excel;
- **Good inter-personal and communication qualities** within a multi-national context;
- 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;
- 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 asap.
- 6 months contract.
Please send your application (cover letter + CV in English) by 21 March 2022 to jobs@esf.org quoting the following reference AA 2022. Interviews will be held in Strasbourg on 24 March 2022.

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.