ADMINISTRATIVE PROCEDURES

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF LIVING AND WORKING CONDITIONS

NOTICE OF OPEN SELECTION PROCEDURE
Administrative Assistant
REFERENCE: EF-TA-12-04
(2012/C 161 A/01)

The European Foundation for the Improvement of Living and Working Conditions (Eurofound), based in Dublin, Ireland, is seeking to establish reserve lists for Administrative Assistant and Finance Assistant.

Administrative Assistants provide support, both clerical and administrative, for the various units of Eurofound.

Depending on the area of assignment, the duties of the post may include any or all of the following:

— provision of administrative and secretarial support to relevant unit,
— dealing with internal and external contacts by e-mail, telephone, face-to-face, etc.,
— typing — letters, reports, papers, etc.,
— support for management of projects, budgets, tendering, contracting, preparation of reports, presentations, etc.,
— preparation and organisation of missions (business travel), meetings and interviews,
— maintenance of databases,
— maintenance of diaries and ensuring deadlines are met,
— paper and electronic document management,
— assisting with the preparation of budgets,
— processing of financial and budgetary transactions,
— other duties and responsibilities that may be assigned.

The competition is open to candidates who:

— are citizens of the European Union and have at least a level of secondary education attested by a diploma giving access to post-secondary education,
— have three years of relevant experience,
— are competent in at least two working languages of the Union,
— have the capacity to handle administrative and routine work, and a clear understanding of what a support role entails,
— have extensive well-developed IT skills,
— have experience in working with financial/budgetary processes (for candidates interested in applying for Finance Assistant).

Successful candidates may be recruited as Temporary Agents (AST 1) or Contract Agents (function group IV).

Full details of the post as well as the application and selection procedures can be downloaded from the Eurofound website vacancies page:

http://www.eurofound.europa.eu/about/vacancies/index.htm

All applications must be submitted on the official application form which can also be downloaded from the website.

Deadline for applications: 5 July 2012.