

EUROPEAN COMMISSION - Secretary

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Description de fonction

The **European Commission** is looking for an **secretary** for a period of **6 months** .

As a **secretary**, you will have following tasks:

Performing secretarial work related to the **organisation of meetings, preparation of missions**, etc.

Performing other **routine and varied secretarial work**, ensuring the transmission and correspondence, follow up mail, manage the mailbox and calendar, managing your superior's e-mail inbox, etc.

Provide **editorial assistance**(memos, notes, meeting minutes)

Provide **assistance with coordination and planning of work** within the department

Carry out **word-processing work** in the main language and possibly in another official in another official language of the European Union

Performing PC-based work related to the **presentation of documents** (e.g. page layout, formatting, tables) formatting, tables)

Performing **various administrative tasks** related to the management of files.

Profil

As a **secretary**, you have the following criteria:

You have already an **experience at the European Commission** ;

You have an **excellent writing/speaking skills in English and French** fluently;

You are a **team player** and **pro-active** ;

You have a **good knowledge of MS Office** (primarily **Excel**) and **MS Teams** ;

You have a background in **HR**

Offre

You will start the **as soon as possible**;

The **salary** according to the **scale**;

You will be working in a **multicultural environment** ;

Interim contract

Information

The European Commission is one of the main institutions of the European Union, together with the Council of the European Union, the European Parliament and the European Council.

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Cross References and Citations:

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