

Secretary / Administrative Assistant (5216)

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Company: CS GROUP

Location: United Kingdom

Category: other-general

Job Description

As part of ESA ECSAT, you will have the following responsibilities:

Supporting the Line Managers and teams in the preparation and follow up of administrative, organisational and contractual matters;

Planning/coordinating the commitments and meetings, organising calendar and keeping the Line Managers informed on all issues of concern;

supervising the preparation of files for such meetings and any special subjects;

Answering incoming calls and performing a pre-screening of these calls for direct connection with the Line Managers or for reply at a later time;

Keeping organised records of these calls and checking closure and follow up;

Analysing incoming mail- paper and e-mail - and presenting these data in an organised and prioritised manner;

Ensuring that important and urgent mail reaches staff to insure timely responses;

Ensuring the diffusion of information for the Teams;

Preparation of staff missions and travel arrangements;

Coordinating actions with other secretaries of the Department/ Division; Administrative support Coverage for other units when colleagues are on leave;

Composing routine correspondence and keeping a filing system for incoming/outgoing mail;

Generating documents and textual and graphics presentations;

Check for correct authorisation, substantiating documentation and adherence to Agency rules and practice (ref. leave, mission, conference, authorisation with regards to Staff Rules and Regulations, as well as financial procedures);

For the execution of the tasks the contractor will be expected to use related ESA Corporate software tools and documentation systems;

Administering and maintaining the office documentation systems;

Setting up the folder structure, registration, filing and distribution of correspondence and other documentation processed;

Follow up of teams' actions;

On personal initiative or on instructions, collecting information and documents necessary for the teams to take actions on given issues;

Interfacing and providing support to teams on administrative matters related to use of the relevant systems;

Coordination with Facility Management for local, on-site support (e.g. staff and contractors TUD/leaving/relocating);

Participating to Events organisation.

Qualifications

You will have the following qualifications and relevant experience:

Administrative assistant experience at executive level and in an international context;

Strong knowledge of Microsoft365 and Teams;

A good knowledge of the various ESA tools (i.a. MAS, ESA-P) is welcomed;

Knowledge of working methods in the space/telecommunications sector is considered an asset;

It is important to note that this position requires a high level of confidentiality;

Fluency in English is mandatory; knowledge of another European language is an advantage.

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