



A Tradition of Innovation

Office assistant/Secretary

The Coimbra Group Office is looking for an office assistant/Secretary. In this position you will support and assist the CG Office in its day-to-day running.

The main tasks consist of

- Daily chores (answering the telephone; take messages; transfer calls; handle inquiries)
- Daily sorting of mail and referencing of in- and outgoing mail, including handling registered letters
- Maintaining the calendar and checking deadlines on incoming request
- Updating and managing contact lists, archives and web pages, and covering photocopying needs
- Routinely (re-)ordering office supplies, organising meeting room and arranging facilities and clean-up
- Organising hotel bookings, booking of meeting rooms and lunches/dinners
- Assisting at the annual round of scholarship programme applications
- Organising time sheets (for projects and internal overviews) and statistics on meeting attendance
- Assisting the hosts of annual conferences and contributing to report-taking at annual conferences
- Occasional assistance to interns at the CG Office
- Follow-up of payments and invoices, managing expense claims and time sheets
- Financial management of European Commission funded projects

Profile:

The ideal candidate should

- Have excellent spoken and written English and French
- Be IT-literate with extensive experience of Microsoft Office (Word, Excel, Powerpoint, Outlook, etc.)
- Have a good understanding and experience of the major principles of web editing (Familiar with CRM systems)
- Be reliable, flexible, with attention to detail and a natural ability to work accurately and independently
- Have a minimum of two years' experience as office assistant/secretary
- Be willing to travel if necessary
- Ideally experience in accounting

Contract:

The job requires a full-time position with a six-month trial period.

Starting date:

As soon as possible and no later than 15 July

The CG Office is situated in central Brussels with easy transport connections.

www.coimbra-group.eu

Applicants should send curriculum vitae and a letter of interest to Moleiro@coimbra-group.eu before the 30 June.