



INTERREG IVB

## INTERREG IVB North West Europe Administrative Secretary at the Joint Technical Secretariat

The jobholder will work under the responsibility of the Programme Director and in coordination with the Administrative Officer

### Job description

#### 1. Reception

- Welcome visitors and suppliers
- Answer incoming phone calls
- Dispatch/ answer general queries from the Programme stakeholders

#### 2. Administrative tasks

- Stamp outgoing mail and dispatch incoming mail.
- Office supplies : manage stock, place orders and check invoices
- Assist the Finance unit in the processing of payment claims
- Assist the Project Development unit in the processing of calls for proposals
- Coordinate translation projects, liaise with translation company and proof-read translated documents
- Take care of general administration needs in coordination with Administrative officer and Com/Admin officer: logistics of Programme meetings (Monitoring and Steering Committees, Auditors, Lead Partner Seminars...), HR related tasks (update of various excel tables related to holidays, lunch vouchers), update of orders/invoices related excel table, running of office...

#### 3. Travel arrangements

- Organise the team travel : liaise with the travel agent, search for accommodation, check invoices

#### 4. Assistance to Programme Director

- Assist in the management of diary and in the organisation of Outlook inbox
- Arrange travel



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- Prepare expense claims
- Set up (tentative) meetings

## Qualifications and Experience Required

- University degree (in any field relevant to the position) and/or qualification as a managerial secretary/assistant
- Excellent command of English, very good working knowledge of French
- Proficiency in MicroSoft applications (Word, Excel, Outlook and PowerPoint)

## Competencies

### Essential

- Ability to work in a multicultural / international team
- Team worker, flexible, service minded and reactive
- Rigour and ability to work accurately and to meet deadlines and priorities
- Excellent organisational skills

### Advantageous

- Knowledge of Dutch and/or German
- Knowledge of EU institutions and policies
- Previous experience in a similar position /work international environment