

Administrative Assistant

[Apply Now](#)

Company: CS GROUP

Location: Netherlands

Category: other-general

Job Description

As part of the Thermal Division, you will have the following responsibilities:

Administrative support for organisation of technical events (workshops / conferences) and support for the Division documentation management;

Day-to-day support to Unit personnel regarding business travel arrangements, leave management, coordination of training;

Dealing with incoming telephone calls and information requests;

Analysing incoming correspondence and documentation and managing distribution of outgoing correspondence and documentation;

Provision of various logistic support to the Unit;

Arrivals (office, phone, computer, security, access to databases, information systems) and departures (deregistration, etc.) of Unit personnel;

Ordering of office supplies and maintenance of stationary;

Room and resources bookings for meetings and/or events falling under the responsibility of the Unit;

Administration and handling of shipment of goods and express mail;

Tasks related to documentation management, distribution/registration of mail and

documents;

Organization of agenda and of meetings;

Maintaining documents libraries for the Unit, including maintenance of change log, distribution lists, issue information notes to concerned users;

Maintaining and following up actions lists for the Unit and taken minutes of coordination meetings for the Unit;

Participation to organisation of events (e.g., workshops, conferences) as required.

In addition to the above, the following tasks may be included:

Support to the Project Review Process;

Support to visitor service including access control, preparing visa applications, distribution of information material;

ESA site administration: including periodical update of site schedule, updating and distribution of the site telephone list;

Participation to the preparation and the publication of internal and external documents, including editing and proofreading;

Data collection, extraction from various Corporate applications (e.g. SAP, PRISMA) and from various internal sources and data consistency checking and coherence analysis.

Qualifications

You will have the following qualifications and relevant experience:

Minimum Secondary Education;

High degree of flexibility and self-motivation to work in a fast-paced environment with good organization, strategic planning, discipline and independence;

Management skill to manage and mitigate short-term logistical problems;

Responsible, discrete, dependable, reliable;

Highly proficient in Office365 (incl. Word, Excel, SharePoint, Outlook) and other personal

computer software (a good knowledge of InDesign & Photoshop, or equivalent software is an advantage);

Experience of SharePoint systems;

Good intrapersonal and communication skills;

Ability to work quickly and cope with deadlines, short-term reorganization, pressure and work in a diverse team;

Ability to establish and maintain effective relationships within ESA across establishments, and with external organizations;

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

[Apply Now](#)

Cross References and Citations:

1. [Administrative Assistant Physiotherapistjobs Jobs Netherlands Physiotherapistjobs ↗](#)
2. [Administrative Assistant Physicsjobs Jobs Netherlands Physicsjobs ↗](#)
3. [Administrative Assistant Braziljobs Jobs Netherlands Braziljobs ↗](#)
4. [Administrative Assistant InstallationjobsJobs Netherlands Installationjobs↗](#)
5. [Administrative Assistant Bluecollarjobs Jobs Netherlands Bluecollarjobs ↗](#)
6. [Administrative Assistant Internjobs Jobs Netherlands Internjobs ↗](#)
7. [Administrative Assistant TransportationjobsJobs Netherlands Transportationjobs↗](#)
8. [Administrative Assistant TokyojobsJobs Netherlands Tokyojobs↗](#)
9. [Administrative Assistant Findfreelancerjobs Jobs Netherlands Findfreelancerjobs ↗](#)
10. [Administrative AssistantAdminjobsJobs Netherlands Adminjobs↗](#)
11. [Administrative AssistantNutritionistjobs Jobs Netherlands Nutritionistjobs ↗](#)
12. [Administrative AssistantReferralrecruits Jobs Netherlands Referralrecruits ↗](#)
13. [Administrative AssistantJavascriptjobsJobs Netherlands Javascriptjobs↗](#)
14. [Administrative AssistantJobspakistan Jobs Netherlands Jobspakistan ↗](#)
15. [Administrative AssistantSearchaustralianjobsJobs Netherlands](#)

Searchaustralianjobs ↗

16. Administrative AssistantChristmasjobs Jobs Netherlands Christmasjobs ↗

17. Administrative AssistantHospitalityjobsJobs Netherlands Hospitalityjobs ↗

18. Administrative AssistantGeneticsjobsJobs Netherlands Geneticsjobs ↗

19. Administrative assistant Jobs Netherlands ↗

20. AMP Version of Administrative assistant ↗

21. Administrative assistant Netherlands Jobs ↗

22. Administrative assistant JobsNetherlands ↗

23. Administrative assistant Job Search ↗

24. Administrative assistant Search ↗

25. Administrative assistant Find Jobs ↗

Source:<https://nl.expertini.com/jobs/job/administrative-assistant-netherlands-cs-group-0376565532/>

Generated on: 2024-04-27 by [Expertini.Com](https://nl.expertini.com/)