

Project Executive Assistant

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Company: Zendkracht

Location: Heythuysen

Category: other-general

The vacancy.

Are you a jack of all trades? Do you like working in a dynamic international environment and enjoy making sure projects and tasks run smoothly and on time? We are looking for a Project Executive Assistant to join the secretariat in the Maastricht office.

The secretariat consists of five executive assistants who support our workstream teams and the management team, and two office assistants who provide general office support.

You will support three workstream teams: the migration and mobility team, the AU-EU relations team and the digital economy and governance team. You will also contribute to a smooth functioning of the secretariat.

What can you expect from our customer?

A great office in the city center of Maastricht;

A competitive salary package commensurate with experience;

A holiday and end-of-year allowance;

A generous leave package of 47.6 days per calendar year, based on a 40-hour work week;

An individual professional development budget of 0.2% of your salary per year;

A collegial working environment with centre-wide activities for staff;

An exciting working environment focussed on addressing pressing international challenges.

Your tasks.

Offer administrative assistance to your workstream teams and be their main point of contact for administrative issues;

Manage information, correspondence and reporting for your teams;

Manage your teams' meetings, which includes planning, preparation of agendas, reporting and proactive follow-up;

Coordinate your teams' travel planning, and organise visits and appointments;

Ensure effective, timely and high-quality delivery of planned team outputs (such as publications, reports and events) and secretariat deadlines;

Ensure that your team members are provided with up-to-date information on internal processes, among other things;

Take on general ad-hoc support tasks and provide support to other executive assistants;

Typical tasks include organising internal and external meetings, managing schedules, minute-taking, layout of documents, liaising with workstream team members and with the secretariat, and documenting the work of the workstream teams to report to our funders and partners.

About our customer.

Our customer is a leading independent 'think and do tank' that wants to make policies in Europe and Africa work for inclusive and sustainable development. They have two offices: one in Maastricht and one in Brussels. The official language within the organisation is English.

The more than 60 staff members from over 25 countries worldwide provide independent research, advice and practical support to policymakers, advisors and practitioners in Europe, Africa and beyond. Their focus is on EU foreign policy and policies related to conflict, migration, governance, climate and green transformation, sustainable food systems, regional integration, digitalisation, business, finance and trade.

What does our customer expect from you?

You have three to five years of proven experience in an Executive Assistant role or professional experience in Executive Assistant tasks;

You are a good and proactive coordinator and facilitator and have a track record of providing high-quality administrative and organisational support;

You have excellent English language skills (oral and written);

You are highly proficient in undertaking complex layout using Microsoft Word, demonstrated by training certificates or years of working experience. Proficiency in Microsoft Word will be tested;

You are highly organised and detail-oriented, know how to multitask and prioritise, and are comfortable navigating a fast-paced and dynamic environment with tight deadlines;

You are a natural team player but also know how to work independently;

You have a creative approach to getting things done in support of the workstream teams;

You enjoy supporting colleagues across the organisation and working with a diverse workforce;

You preferably have experience working with Salesforce and Google workspace;

You have preferably have experience working in an international environment;

Good to know: Wednesday is a mandatory working day.

Additional details:

You will be based in our Maastricht office, but may be required to travel to our Brussels office occasionally;

You will need to confirm that you have the right to live and work in Maastricht, the Netherlands (as an EU national, or with a Dutch work permit already in place);

Selected candidates will be asked to undergo a thorough test of their proficiency in Microsoft Word before progressing to an interview. The test will take place in the week of 18 September. The interview will take place on 25 or 28 September in the Maastricht office and will be held in English.

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