

SECRETARY/ADMINISTRATIVE AGENT

Position Local Agent

Job Title: Secretary

Generic domain: Pre-Accession and Enlargement

Specific domain: Libraries & Archives

Job Family: Operational, Administrative & Secretarial Assistance

Sensitive post: No

Overall purpose: Provide secretarial support to the section. Provide support for other delegation's section as necessary

Function type: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Function name: Office management

Duties:

- Provide assistance with the management of the service by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar.
- Manage missions and leave requests.
- Keep agenda and manage Section's annual leave and training plans.
- Prepare notes, minutes, routine correspondence, presentations and other texts needed for the overall Section activity.
- Provide logistical support for organisation of meetings/committees (reception of guests/attendees, liaising with the Administration Section on preparation of the room, materials, refreshment etc.).

Function type: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Function name: General administrative and secretarial support

Duties:

- Ensure follow-up and respect of deadlines in the Section's activities.
- Provide translations of small texts.
- Up-date those contact list(s) in the Outlook public folder relevant to the Section's activities.
- Maintain co-ordination with the Delegation's Secretariat.
- General administrative support upon instructions

Function type: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Function name: Document and mail handling

Duties:

- Open and request registration of incoming mail (including e-mails) in the system.
- Allocate registered mail to appropriate individuals and maintain up-to-date mailing lists.
- Ensure follow-up and respect of deadlines of replies requested from the Section.
- Draft, type, verify layout and check quality of documents presented for signature.
- Prepare and copy correspondence for transmission.
- Ensure that all records are complete in ARES and transmit final documents to the reception CAD/DMO for registration of main documents/attachments.
- Ensure proper encoding of financial documents.
- Register incoming invoices, allocate them to appropriate individuals.

- Register bank guarantees and put them into circulation for approval.
- Ensure proper follow up of bank guarantees by means of updating the inventory list and by keeping them in the Section safe.

Function type: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Function name: Administration and Logistics

Duties:

- Draft minutes of meetings.
- Ensure proper electronic filling and archiving of the document on the server of the EU Delegation in compliance with the internal filling/archiving policy.
- Perform any other tasks requested by the Head of Section or his Deputy.

Function type: INTERNAL COMMUNICATION

Function name: any other business

Duties:

"Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)."

Sensitive post? No

Job requirements

Formal education

- Formal education corresponding to completed university (or equivalent institution) studies of at least 3 years attested by a diploma or alternatively minimum 3 years of professional experience in addition to the minimum number of years of professional experience specified below will be considered equivalent;
- Education in the field of business administration is an advantage.

Experience

- At least 5 years of experience in the field of secretary/assistant work.

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