



## **Job announcement –administrative assistant for the office management team**

**Are you multilingual, with a passion for office management and eye for detail, looking for an interesting job in Vienna in an international environment?**

The Permanent Representation of Belgium to the OSCE in Vienna is recruiting a new administrative assistant. We are looking for a flexible and discrete team player with an eye for detail to strengthen our office management team. The available position is for 50% personal assistant to the Permanent Representative, 50% general office management.

The Permanent Mission of Belgium to the OSCE promotes the Belgian priorities, views and interests within the Organisation for Security & Cooperation in Europe (OSCE). The OSCE team is made up of 9 people, 2 of which are responsible for the secretariat/office management, and is co-housing with the Embassy of Belgium to Austria, Slovakia, Slovenia and UN institutions, which consists of 17 people. Our 2 person Secretariat/office management team works in close cooperation with the administrative team of the other mission.

### **Main duties** (non-exhaustive list):

- As Personal Assistant to the Permanent Representative (PR):
  - Manage the administration of the PR's residence
  - Manage the agenda of the PR
  - Manage the contacts of the PR
  - Organise social and professional events hosted by the PR
- As member of the Office support team:
  - Manage the missions representational budget
  - Manage the missions duty travel administration
  - Assist in keeping the mission's joint calendar
  - Assist in managing all incoming and outgoing correspondence, both through email, phone and by standard mail.
  - Provide secretarial support to the organization of meetings.

**Required skills:**

- Excellent knowledge of English and one of the Belgian national languages Dutch or French. Knowledge of German or the other national language are a plus
- Strong knowledge of the main Office 365 applications such as Word, Excel, Outlook, SharePoint, Teams, etc.
- Preferably some earlier relevant experience in office management
- Be a flexible, organized, meticulous team player, yet able to work autonomously.

**We offer:**

- A challenging job in an international environment
- One year contract, extendable
- Competitive salary package

If you are interested, please send your candidature, including CV and motivational letter to [viennaosce@diplobel.fed.be](mailto:viennaosce@diplobel.fed.be) by Wednesday 18 May 2022, close of business. If withheld after a first screening, you'll be invited for a personal interview in the second half of May. For more information, please contact Ambassador Didier Nagant via the above mentioned email address.

Start of the job is foreseen as soon as possible.