

INTERREG IVC / INTERREG EUROPE - Recruitment of one Administration Assistant

Job profile

For the implementation of this programme as well its successor programme INTERREG EUROPE (2014-2020), a Joint Secretariat (JS) has been set up in Lille (France).

The JS is looking for one Administration Assistant to support the Joint Technical Secretariat. The Secretariat is composed of 28 people (Management, Projects, Finance, Administration, Communication, IT).

Details

- Takes care of the logistics and of the administration of the office (office purchase, building problems, follow-up tables, maintenance....)
- Ensures the secretarial support of the whole secretariat: correspondence, mailing and address lists, external communication, photocopying, file-keeping, maintenance, archiving, answering phone enquiries, redirecting phone calls to relevant colleagues, incoming/outgoing post, email accounts management ...
- Manages the staff's agenda (who's where: Business trip / holidays...)
- Prepares contracts with providers, consultants and contractors (incl. IT ones) in compliance with procurement rules : preparation of tender documents, follow-up of selection and contracting process, purchase orders, financial follow-up of contracts & their renewals
- Inventory of the JS IT materials (PCs, Printers, laptops...), their labelling and guaranty follow-up.
- Follow-up on the JS Software, registration and renewals
- Takes care of the travel arrangements of the Finance unit as well as the Management unit (incl. IT).
- Prepares the expense reports of the directors
- Assists in the organisation programme related events such as the Member States Monitoring Committee meetings or finance seminars
- Keeps the JS contact lists of programme stakeholders updated (e.g. Monitoring Committee members, Lead Partners, first level controllers, etc.)
- Drafts the minutes of the weekly team meetings

Qualifications / Selection criteria

Basic requirements:

- Qualification or proven professional experience in administrative and/or organisational matters;
- English & French mother tongue or equivalent; other language-s appreciated
- Excellent computer literacy, including Outlook, Office (Word and Excel, mainly)
- Past experience of working within a team in a European / international environment;
- Past experience in working in a foreign language
- Knowledge of basic public procurement rules

Other relevant skills:

- Good communication skills, resourceful;
- Outstanding organisational skills;
- Open-mindedness ; independence, but good team working abilities
- Ability to juggle different tasks at the same time and to respect deadlines,
- Accuracy and assertiveness

Salary: EUR 2700 Gross, EUR 2000 net (before French income tax and approximately EUR 1800 per month after tax and charges for a single person without children living in France – not binding).

Location: INTERREG IVC Joint Technical Secretariat, Les Arcuriales – 45, rue de Tournai, entrée D, 59000 Lille, France

Expected **starting date:** as soon as possible, preferably from 1 January 2015