



HE Space is a successful international space company. For 40 years, we have been supporting our customers with qualified experts in the field of engineering, science and administration. HE Space has joined forces with CS Group to lead the engineering and digital space market in Europe and to provide highly skilled consulting.

Secretary / Administrative Assistant

Key Tasks and Responsibilities

As part of the Budget and control division, you will have the following responsibilities:

- Day-to-day support to Unit personnel regarding business travel arrangements, leave management, coordination of training;
- 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;
- 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;
- 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.
- Maintaining the risk register
- Administering the SharePoint site
- Setting up a configuration management for the Documents produced by the Division
- Preparing presentations in Power Point on the basis of inputs provided by the experts
- Handling confidential information and sensitive information
- Proof reading, formatting of documents for the Executive Board and ESA governance bodies
- Maintaining and updating the missions schedule for ESA Council
- Supporting the PPS Project Manager in change management and logistical tasks

Skills & Experience

You will have the following qualifications and relevant experience:

- Proficient in the English language, both written and spoken; knowledge of another official ESA language is an asset;
- For site specific functions fluent knowledge of the local national language is also required;
- Highly proficient with modern electronics office automation tools in particular Microsoft Office suite and electronic mailing.

This job is located in Noordwijk / Netherlands.

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to Leandros Foteinias, by clicking on the button "Apply for this job" quoting job **NL-HP-24128**.

An exciting and dynamic international working environment awaits you!

Please note: Due to work permit requirements for this position, please apply only if you are citizen of a European Union state or if you are eligible to obtain a work permit for Germany.



HE Space recruiting for ESA