



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.

DG Support and Member States Relations Admin

Key Tasks and Responsibilities

As part of the DG Support and Relations with Member States Section in the Cabinet Support Services Division, you will have the following responsibilities:

- Organising Agendas and meetings and participation when required
 - Organise the agendas and meetings – in presence or online via Teams or WebEx tools - for the relevant heads, in close coordination with the latter.
 - Take the Minutes of Meetings when requested by the latter.
 - Follow-up of meetings actions.
 - Solve unforeseen events and situations that arise (for example, appointments or meetings to be moved, interfacing with customers, and managing meeting conflicts).
- Handling of inbox, correspondence, and phone lines
 - Monitor, and when appropriate reply, to emails in the inbox of the heads, as instructed by the latter.
 - Register the incoming letters, and when appropriate reply, on behalf of the heads, as instructed by the latter.
 - Prioritize emails and respond when necessary.
 - Act as first line support of phone calls and filter requests to the heads, in close coordination with the relevant head.
 - Act as the point of contact for general communications with the manager.
- Handling of department missions and/or missions for external travellers
 - Review department mission orders and mission claims, and interface with the travel office for associated bookings.
 - External Travellers mission task concerns special requests for certain external travellers, receiving travel support for certain conferences, or travel for NAV Committees.
 - Prepare mission requests, process mission claims, and interface with the travel office for associated bookings for external travellers.
 - Prepare visa applications, and provide the travellers with information material, such as specific rules for non EU-member countries.
- Handling of Leave and organising the Leave calendar for the Department.
- Handling of Conference plan and collecting inputs for yearly conference plan and follow up the approval from Director.
- Order the missing supplies in ESA provided tool and maintain office stationery.
- Handling site access, office distribution and room booking.
 - Processing of site access procedure for take-up of duty and departure of staff or contractor personnel in need of on-site access. Office distribution requests often accompany on-site arrivals and departures. Special meeting room requests are typically for certain select rooms and withheld for special events.

- prepare and oversee the procedure related to staff or onsite contractor personnel arrival and departure, in close coordination with relevant management, human resources and facility management
- prepare and oversee the procedure related to office distribution, especially at arrival of staff or onsite contractor personnel, or other office distribution request, in close coordination with the relevant management and facility management
- manage room booking when high priority room booking requests are made, e.g. Committee meetings, or department or division all-hands meetings
- Administration and handling of ESA's subsidies and memberships and corresponding reporting. Ensure the request is signed and registered with the official reference number.
- Maintain/Update of relevant lists of relevant Ministers and corresponding Cabinets.

Skills & Experience

You will have the following qualifications and relevant experience:

- Bachelor's in political science or a relevant;
- 2 years' of relevant experience in an international environment;
- Proactive attitude and excellent communications skills;
- Fluency in English is mandatory; knowledge of French is a strong advantage.

This job is located in **Paris, France**.

If you think you have what it takes for this job, please send your CV (in English) to **Leandros Foteinias**, by clicking on the button "Apply for this job" quoting job **FR-HQ-24177**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA