



**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.

## Local Support Officer (Full/Parttime)

### Key Tasks and Responsibilities

As part of the team, you will have the following responsibilities:

- Management of the annual dedicated budget, including definition and reviews (actual vs. plan)
- Preparation and coordination of the local HR communication
- Supporting HR and site events, including related purchase orders
- Coordination and development of local services, e.g. medical service, school bus, childcare
- Supporting newcomers (i.e. beyond the on-boarding covered by [REC9]) and existing staff with their integration in the host country; this includes the maintenance of the related Intranet pages
- Organisation of ESA staff celebration events falling geographically under the Local HR Manager
- Assisting with other administrative local HR tasks as required.

### Skills & Experience

You will have the following qualifications and relevant experience:

- Formal academic qualification at least at Bachelor level, in Business or Public Administration, Human Resources, Finance, Informatics, Engineering, or a related field.
- Required behavioural attributes are discipline, professionalism, excellent attention to detail, and absolute discretion.
- Familiarity with Italian public administration procedures
- Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in Frascati, Italy.

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to Viktoria Panicharova by clicking on the button "Apply for this job" quoting job **IT-HP-25013c**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA