EUROPEAN CENTRAL BANK

EUROSYSTEM

ANNEX I

ROLE PROFILE
MANAGEMENT / TEAM ASSISTANT

The management / team assistant provides dedicated support to the Head of Division and/or supports the staff in a Division/Section. The focus of the role is towards secretarial support and may include administrative tasks of a cross organisational nature.

Tasks may include:

- Drafting and preparation of standard correspondence and short presentations;
- Typing, formatting and copying documents;
- Preparing and maintaining internal files;
- Maintaining electronic and paper registration and filing systems;
- Updating databases;
- Preparing documents for attendees to meetings, conferences and seminars;
- Organisation of meetings, conferences and business travels that fall under the overall responsibility of direct superior;
- Agenda management;
- Taking minutes of internal meetings;
- Answering telephone calls, fax messages and emails;
- Proof-reading and formatting documents.

Qualifications and Experience:

- Formal secretarial training would be an advantage;
- At least 2 years' secretarial experience;
- Very good computer knowledge and familiarity with the MS Office suite (Word, Access, PowerPoint, Excel and Outlook);
- Good / Advanced level of English, both written and spoken;
- Working knowledge of one other official community language would be an advantage.

Service Requirements:

- Proven organisational skills;
- Strong communication skills;
- Interpersonal skills and the ability to work well in a team;
- Ability to work without close supervision and under pressure;
- Ability to prioritise and take the initiative.