

ECHA/TRN/2018/015 - Corporate Services Unit R3

The Corporate Services Unit is one of the key supporting units of the Agency. The Unit provides services to internal and external stakeholders with a high service-oriented mind set. The services provided include Meetings and Travel Services, Conference and A/V Services, Building Maintenance and Physical Security. The Meetings and Travel team handles numerous meetings and events in ECHA. In 2016 ECHA organized around 154 meetings. The team has an opening for an Event Assistant trainee with a good understanding of customer service delivery and proactive attitude.

Assignment

- Provide administrative, logistical and secretarial support to meetings and events organised by ECHA;
- Support the administration of the reimbursement claims by responding to reimbursements related inquiries and collecting the necessary documentation;
- Liaise with other staff responsible for meetings and conferences;
- Prepare statistical reports.

Profile

- Completed university degree: Administration or Hospitality management
- Excellent organisational skills and attention to detail;
- Problem solving skills in a hectic multicultural environment;
- Capacity to interact with internal and external stakeholders;
- Service orientation;
- Experience in using MS Office tools;
- Good communication and interpersonal skills;
- Aptitude for team work;
- Good English skills both written and spoken (as this is the working language of the Agency);
- Flexibility to work in shifts.

Starting Date: 16 August 2018

Duration: 6 months

Deadline for applications: 27 May 2018 at noon 24:00 Helsinki time (23:00 p.m. CET)