Recruitment of an **Administrative Assistant (50%)**

For the joint secretariat (JS) in Munich, Germany

Alpine Space is the transnational Interreg programme for the Alps and is part of the "European Territorial Cooperation" objective of the European Union. Together with 14 other programmes it strives for transnational cooperation in and between the European regions and provides co-financing by the European Regional Development Fund (ERDF) for projects.

The programme connects actors from various sectors and different policy levels from the programme's seven partner states. They work together to tackle common challenges, exchange ideas and develop joint solution, with the aim of influencing policy-making and improving the quality of life in the region.

More than 60 cooperation projects are currently being co-financed and supported by the programme in the running period 2014-2020. In the meanwhile a new programme is being elaborated which shall run in the period 2021-2027. The joint secretariat (JS) is caring for the day-to-day implementation and management of the programme, including its communication.

The administrative assistant is ensuring smooth working conditions to the JS, as responsible person for the office administration, assisting the JS head and the team, and providing/organising all internal and external secretarial services.

For more information about the programme, please visit our website: www.alpine-space.eu

**Tasks and responsibilities**

+ Carrying out all general office administration work (e.g. general correspondence of JS, managing mailing and address lists, file-keeping, responding to general public requests, calendar management, compiling and storing of data and documents, organising/monitoring the office supplies/equipment and services such as office maintenance)
Organisation of business trips of the JS-staff, organisation of meetings & events
+ Coordination with the host and employer of the JS, the Bavarian Landesamt für Umwelt (LfU) and the Land Salzburg (Austria) acting as managing authority of the programme and being responsible for the overall programme management
+ Preparation of procurements done by the JS on behalf and account of LfU
+ Administrative support to JS head and JS colleagues
+ Depending on work experience and qualification further tasks may be assigned
+ Performance of other tasks as assigned to by the JS head

Required qualifications

+ Qualification and working experience in administrative office management allowing immediate start
+ Very good handling of MS Office (especially Word and Excel) and internet literacy
+ Excellent organisational and communication skills, flexibility and accuracy
+ Fluent in spoken and written English and German
+ Team spirit and service mindedness

Further desirable qualifications and skills

+ Experience in and/or ambition to work in an international environment with different administrative traditions
+ Knowledge of an additional language of the cooperation area (French, Italian or Slovene)
+ Interest for the cooperation area and enthusiasm for European affairs

We offer

An interesting job in a small dynamic international team, with flexibility as regards the organisation of the working time.

A working contract at a German public organisation (LfU) until mid-2021. Please note that the JS will be transferred to Austria (most likely beginning with July 2021 as the situation stands today). The JS office will be based in the city of Salzburg. The JS-staff will then be employed by an Austrian public administration
(Land Salzburg). Thus, if interest is given, there is the option for a multiannual work contract in Salzburg starting mid-2021.

Details on the application procedure

+ The application is taking place exclusively on-line at the following link: https://ec.europa.eu/eusurvey/runner/2020_application_form_assistant
+ Candidates are invited to upload a cover letter in English of no more than two pages, describing the suitability for the position in relation to the tasks and qualifications listed above and a detailed Curriculum Vitae (further documents upon request only).
+ The earliest possible starting date shall be indicated, as well as if there would be an interest to join the Salzburg office from summer 2021. This move to Salzburg is to be seen as an option and it is no requirement. Thus, the programme would also accept if a successful candidate would rather prefer a contract with the given duration with the LfU in Munich.
+ The applicant must be a citizen of an EU-Member State or a Partner State of the programme.
+ Deadline for application is 13 July 2020.
+ All applications will be acknowledged.
+ Interviews with short listed candidates will be held on 22 or 23 July 2020 in Munich/Germany.

Starting date of assignment: as soon as possible

For further information please contact the Joint Secretariat: js@alpine-space.eu / + 49 89 9214 1800

We are looking forward to receiving your application!