

# Office Assistant Position at the Permanent Representation of Ireland to the EU

The Permanent Representation of Ireland to the EU is inviting applications for a permanent full-time Office Assistant to work as part of a small but busy Corporate Services team.

**Job Description:** This diverse role will include some/all of the following:

- Carrying out a wide variety of office administrative tasks.
- Office management, including hospitality supervision and support skills.
- Receptionist duties including taking and forwarding phone calls noting messages etc.
- Diary, appointments management and general assistant support.
- The position may require occasional overnight travel including for attendance in Luxembourg and Strasbourg.
- The position requires attendance at both the office of the Permanent Representation of Ireland as well as at its delegation office in the Europa Building.

## **Qualities and skills:**

- Strong IT skills, including proficiency in Microsoft Word and Outlook **are essential.**
- Fluent English and French language skills (both written and spoken). Proficiency in Dutch a strong advantage.
- Excellent interpersonal and communication skills and an ability to exercise discretion.
- Strong planning, coordinating and time management skills with very good attention to detail.
- Highly flexible to changing priorities.
- At least 2 years' experience in an administrative role. Experience in a customer facing role in an international organisation is an advantage.

**Apply:** To apply please send your cover letter and CV to [prbcorpserv@dfa.ie](mailto:prbcorpserv@dfa.ie) before 5pm on Friday 23 November 2018, mentioning 'Office Assistant' in the subject. Please include a passport size photograph and two references.

Depending on the number of applicants, a short listing process may be applied. Should this be the case, only shortlisted candidates will be contacted. Any interview travel costs will not be paid or reimbursed.

It should be noted that employment in this position gives no entitlement to Irish civil service status.

Applicants must have the right to reside and work in Belgium.

## **Contractual Information**

Gross Monthly Salary: €2,724.09

Location: Permanent Representation of Ireland to the EU/Europa Building, Brussels

Hours of work: 09h15-17h45 - however, a considerable degree of flexibility will be required.

The contract will be subject to the relevant provisions of Belgian tax and labour law. There is no entitlement to civil service status.

Applicants must have an unrestricted right to reside and work in Belgium.

*The Permanent Representation of Ireland is committed to a policy of equal opportunities. Please note that canvassing will disqualify.*

***By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to: Corporate Services Section, Permanent Representation of Ireland to the EU, Rue Froissart 50, Brussels 1040.***

*Any personal information submitted will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.*