

*Job profile:*

**“Programme Assistant” at the Joint Technical Secretariat (JTS) of the Baltic Sea Region Programme – June/July 2012 – 31 October 2014**

*General Responsibilities:*

The Programme Assistant will be a member of the JTS team. He/She will be responsible for effectively supporting and servicing the Rostock Office team regarding administrative and secretarial tasks.

*Tasks will include but not be limited to:*

- Carrying out general office work for the overall JTS team (e-mail correspondence, daily in/out post mailings, supervising the joint electronic calendar, keeping mailing and address lists updated, collecting and filing staff monthly work sheets, holiday application forms, photocopying, electronic and hard copy file-keeping, responding to general public requests);
- Taking responsibility for the office telephone switchboard during working hours, operating the answering machine;
- In particular, supporting the director of the Managing Authority & the Joint Technical Secretariat by acting as telephone contact, arranging travel and travel reimbursement and providing other secretarial support to her upon need);
- Being responsible for the proper functioning of the office technical equipment except the IT system (e. g. refilling printers and copy machines, calling local maintenance in case of break-downs, supervising that stationery and other office supply material is available and arranging orders etc.);
- Assisting new staff in getting used to the office routines, e.g. assisting with room rental, handing out office keys, explaining rules as laid out in the “Rostock Office Manual” etc.;
- Assisting in arranging internal office events by preparing drinks and dishes (such as internal staff meetings, JTS working group meetings, internal training courses etc.) and receiving and hosting external visitors;
- Keeping both office pantries and the meeting rooms in proper order, caring for the office stock of e. g. coffee, beverages, kitchen equipment and any kind of kitchen supply;
- Being the daily contact to the cleaning service and the security company;
- Being the point of contact for the Investitionsbank Schleswig-Holstein at Kiel regarding Rostock office administrative matters (e. g. Human Resources Department, IB travel department, car park, public relation department, IB Board etc.).

*Qualifications and Profile:*

- Professional degree / trained in office administration / secretarial services, proven relevant work experience, preferably in an international environment;
- Fluency in German and very good working knowledge of English including telephone communication and e-mail correspondence;
- Good organisational, planning and event management skills;
- Good knowledge of local and regional public administration and socio-cultural conditions;
- Computer literate;
- Service minded, helpful, a balanced person with an open and friendly attitude;
- Able to work in an efficient, reliable and well-organised way;
- Very good communication skills and an enthusiasm for EU and inter-cultural cooperation.