

Traineeship Opportunities

Ref. TR2014-006

Interested in a traineeship to provide administrative support?

EUROCONTROL, the European Organisation for the Safety of Air Navigation, is an intergovernmental organisation made up of 40 Member States and the European Community.

EUROCONTROL is currently looking for two trainees; one to assist the **Recruitment & Mobility** team at the **Maastricht Upper Area Control Centre in Maastricht**, the Netherlands and the other to support the team at **Headquarters in Brussels**, Belgium.

Purpose

The purpose of the traineeship is to familiarise the trainee with the tasks and responsibilities of an administrative support staff in an international environment.

Main tasks:

- providing administrative support to the selection and recruitment processes;
- providing first line assistance to candidates, selection board members and others as required;
- organising selection boards meetings, medical appointments and other meetings as required;
- organising testing sessions for candidates;
- processing and following-up on correspondence, maintaining databases, filing systems and administrative documents as required;
- performing any other tasks in line with the main function of this position.

Preferred profile

- Administrative background / education.
- Good organisational skills. Meticulous approach.
- Dynamic and flexible attitude. High motivation to learn and develop.
- Good communication and interpersonal skills.
- Acute sense of discretion and confidentiality.
- Ability to work well in a team and autonomously.
- Experience in the use of standard Office applications.
- Ability to work in a multinational and multicultural environment.
- Working knowledge (oral / written) of English.

Duration

Up to 12 months

Compensation

- Monthly allowance of 900€
- Inbound/outbound travel expenses
- Leave days

Location

- Maastricht, the Netherlands.
- Brussels, Belgium.

Eligibility

The traineeship should start within eighteen months of completion of the studies.

If the traineeship is part of the studies, the programme of the traineeship must be directly related to the subject of the studies.

Candidates should have the nationality of one of the [EUROCONTROL or ECAC Member States](#)

Applications

Interested candidates should email the EUROCONTROL Trainees Service at traineeship@eurocontrol.int and mention the reference **TR2014-006** in the subject.

The traineeship will be subject to the EUROCONTROL Agency Traineeship Programme Regulations.

More information can be found on our website www.eurocontrol.int/jobs/traineeships.