**Administrative Assistant**

Application closing date: **31 October 2015**

Employment start date: **asap**

Place of work: **Bratislava**

Academic background:

University education (bachelor degree)

Language skills:

Advanced knowledge of English (min. B1/B2 both oral and written, C1/C2 is an advantage)

Knowledge of Slovak/Czech is an advantage

Knowledge of Polish or Hungarian is valued

Required experience:

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Background and key competencies:

* good communication skills
* excellent planning and organizational skills
* ability to prioritize and meet deadlines
* attention to detail
* service oriented
* hands-on approach
* ability to work independently and in team
* PC literacy (Word, Excel, PowerPoint)
* Driving license class B

Job description:

Assuring smooth functioning of the Secretariat

General administrative support of the Secretariat

Registering and processing in-coming/out-going mail

Managing the daily programs for the superiors

Organizing travel arrangements for the superiors

Settlement of travel expenses, travel insurance

Providing refreshment for official visits, regular maintenance

Managing and updating the contact list

Organizing official receptions

Regular maintenance of the company cars

Preparing and copying agenda for the meetings

Office supply purchase and management of all supply services

Contract duration:

fixed-term appointment (1 year, renewable)

Contract type:

full-time (40 hours/week)

Salary:

by agreement

**Please send your CV and cover letter in English to** **visegradfund@visegradfund.org** **by October 31, 2015 at the latest**

Pre-selected candidates will be interviewed in the beginning of November 2015.