



EU-LAC Foundation

Fundación EU-LAC

The European Union – Latin America and the Caribbean Foundation (EU-LAC Foundation) is an international organisation created in 2010 by the Heads of State and Government of the Member States of the European Union and the States of Latin America and the Caribbean.

The EU-LAC Foundation serves in particular to strengthen cooperation between the EU and LAC regions fostering intercultural exchange, notably through the participation and inputs of actors of the civil society. It aims to enhance the visibility and presence of the EU and LAC in the partner region, as well as the profile of the bi-regional partnership in the wider world.

The EU-LAC Foundation's headquarters are located in Hamburg, Germany.

Starting from 13.05.2020, the Foundation is recruiting an

Assistant to the Executive Director / Receptionist (M/F)

Tasks & Responsibilities:

- Assist the Executive Director in the administration of her/his correspondence and relations with contacts, including the preparation of letters and forms, as well as the management thereof in accordance with her/his instructions
- Coordinate the agenda of the Executive Director, including national and international travel in cooperation with the administration department;
- Manage the trips of the Foundation team in coordination with the travel agency, including purchase of means of transportation, hotel reservations, etc;
- Manage the mail and email correspondence of the Foundation, both for incoming and outgoing messages, keeping the general filing & archiving;
- Manage two email accounts: "info" and "reception";
- Prepare meetings at the Foundation's facilities (logistics) and provide general information in case of consultations;
- Attend the telephone calls to the Foundation;
- Serve as a contact person for German providers and institutions;
- Create tables, graphs, Powerpoint presentations and compile statistics as inputs for Foundation reports;
- Assist in tasks related to communication and visibility, especially for those carried out in Germany;
- Carry out certain tasks of the Administrative Assistant, in his/her absence;
- Other general tasks, according to the needs of the Executive Director and the team in general.

Requirements:

- Be a national of an EU, Latin American or Caribbean country;
- Bachelor's degree or comparable tertiary education (e.g. secretary with languages, translator or equivalent in a foreign language);

- Minimum of 3 years of experience, preferably in diplomatic representations, international organizations and as executive assistant;
- Excellent knowledge of German, English and Spanish (written and oral);
- Advanced computer skills (particularly MAC-OS and Office);
- High degree of flexibility, discretion and ability to work, as well as initiative and team spirit.

We offer:

- Demanding and versatile work;
- Fixed working hours;
- Dynamic and stimulating environment;
- Competitive remuneration;
- A number of holidays above the average;
- An attractive workplace in the heart of Hamburg.

Terms of contract:

- Full-time contract for a period of two years; with the possibility of renewal or setting an open-end contract after that term;
- The remuneration will be adjusted to the level of education and professional experience of the successful candidate.

Application procedure

- Please send your job application including a resume, motivation letter with salary expectations, transcripts and/or certifications of academic studies, language skills and professional experience by e-mail to recruitment@eulacfoundation.org using "**Assistant to the Executive Director / Receptionist**" until **March 31st, 2020 the latest**.
- Only shortlisted candidates will be informed about the status of their application.
- As foreseen in article 2.1 of the Staff Regulations, the Foundation promotes the exchange of professional experience temporarily recruiting seconded staff from administrations of its member States, benefiting from their professional knowledge and experience. This vacancy is opened to officials from member States under this modality. Applications under this modality should be endorsed and funded by the respective sending State.

Data protection

All personal data collected for the Foundation's recruitment process will only be used for the purposes of these procedures and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to the Foundation during the recruitment procedure will be kept in the Foundation's files and will not be returned to applicants. Application documents will only be kept for as long as it is mandatory to fulfill the requirements of existing auditing/control procedures applicable to the Foundation. After this period the personal information is destroyed.

Equal Opportunity

The EU-LAC Foundation applies an equal opportunities policy and accepts applications without distinction on grounds of age, race, political or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

PLEASE NOTE THAT DUE TO THE LARGE VOLUME OF APPLICATIONS WE RECEIVE, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED. IF YOU HAVE NOT BEEN CONTACTED WITHIN 2 WEEKS OF THE DEADLINE, THEN UNFORTUNATELY ON THIS OCCASION YOUR APPLICATION HAS NOT BEEN SUCCESSFUL.