



ESO

European Organization
for Astronomical
Research in the
Southern Hemisphere



Applications are invited for a

Administrative Assistant (Legal)

(Career Path II)

Purpose of the Job

You will assist the Head of the Legal Service in the fulfillment and execution of duties, taking responsibility for the overall administrative activities of the Legal Service.

Responsibilities and working environment

Working in the Office of the Director General in a small legal team, you will report to the Head of Legal Service. You will have responsibility for the day to day administrative/secretarial tasks, primarily working independently.

You will have regular contact with the ESO Legal Service in Chile, the various Divisions at ESO, ESO Governing Bodies and external authorities, particularly within Germany. Therefore confidentiality and discretion is essential.

The main tasks include:

- Drafting, editing, typing and distribution of correspondence, documents and reports. This includes translating and/or proof-reading German/English legal and official documents, as well as, research, analysis and summary of information;
- Development of a filing system and maintenance of files and storage of documentation, ensuring instant retrieval of documents and follow-up of working dossiers;
- Organising meetings and travel for the Head of the Legal Service and external visitors/consultants;

- Accompanying the Head of the Legal Service to internal and external meetings, taking minutes, seeking approval, distributing minutes and following up action items; and
- Supporting the day to day administrative operation (telephone, e-mail, post, travel, etc.).

Qualifications

You must have completed a secretarial/administration diploma as a bilingual secretary in the field of law or equivalent professional training. You must have high proficiency/expert level in English and German both written and oral. Good knowledge of Spanish would be an advantage.

Experience

You should have at least five years of relevant experience preferably in an international working environment. Experience in minute-taking, short-report-writing and research of information within strict deadlines is required. The ability to draft short legal papers is beneficial.

Good knowledge and experience of using Microsoft Windows XP and Microsoft Office (MS Word, Excel, PowerPoint etc) is essential. Experience with Enterprise Resource Planning applications is desirable.

Competences

Strong and effective organisation skills, high level commitment, attention to detail, discretion and diplomacy.

Willingness to acquire new skills, keep up-to-date with the tools used in the daily work, adapt to new procedures, ability to identify ways to optimize the workflow.

Provide clear, concise and timely oral and written communications.



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Ability to solve problems, balance conflicting demands and priorities, and to work under time pressure.

Ability to work both on your own initiative and within teams in an international and multicultural environment.

Ability to build strong and effective links with other teams and external partners.

Duty Station: Garching near Munich, Germany.

Starting Date: As soon as possible.

Remuneration and Contract:

We offer an attractive remuneration package including a competitive salary (tax free), comprehensive pension scheme and medical, educational and other social benefits, as well as financial support in relocating your family, the possibility to place your child/children in daycare up to the age of 6.

The initial contract is for a period of one year with the possibility of a fixed-term extension. The title or grade may be subject to change according to qualification and the number of years of experience.

Application: If you are interested in working in areas of frontline technology and in a stimulating international environment, you are invited to apply online at <https://jobs.eso.org/>. Applications must be completed in English and should include a motivation letter and CV.

The review of applications will start on 1 September 2009; however applications will be accepted until the position is filled.

Although recruitment preference will be given to nationals of ESO Member States (members are: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Italy, the Netherlands, Portugal, Spain, Sweden, Switzerland and United Kingdom) no nationality is in principle excluded.

The post is equally open to suitably qualified female and male applicants.