



ESO

European Organization
for Astronomical
Research in the
Southern Hemisphere



For its Telescope Division at the Headquarters in Garching near Munich, Germany, ESO is opening the position of a

Project Assistant

(Career Path: II)

Purpose of the Job

The successful candidate will assist the Head of the E-ELT Telescope Project Office in the fulfilment and execution of duties, taking responsibility for the overall administrative activities of the Project Office. In addition this candidate will provide administrative support to the other members of the E-ELT Project Office and to the Telescope Division.

Responsibilities and Working Environment

The main tasks include:

- Day-to-day administrative assistance to the Head of the Project Office including scheduling and organising of travels and meetings both in house and abroad, in liaison with external partners, and preparation of reports;
- Organisation of E-ELT related meetings and conferences including travel of ESO staff and external participants, hotel bookings and catering;
- Taking, drafting and distributing minutes of meetings; follow-up of the action items;
- Organising duty travels and trainings for the members of the E-ELT Project Office;

- Drafting, editing, proof-reading and distributing correspondence, reports and technical documents;
- Managing the E-ELT Document Archive including document numbering, storing and distributing documents as well as maintaining the document list;
- Supporting the daily administrative operations of the Project Office: purchase orders, shipping requests, leave requests, mail and telephone inquiries;
- Liaison with Human Resources and Administration Division (Contracts & Procurement, Facility Logistics and Transport)
- Maintaining the E-ELT Telescope website.

Qualifications

Completed secondary education including an administrative diploma as a bilingual secretary or equivalent professional training. High proficiency level in English and German both written and oral is essential. Good knowledge of French is an advantage.

Experience

Applicants should have several years of experience in running an executive office preferably in an international working environment. Experience in organising meetings and managing a busy work load within strict deadlines is an asset. Ability to draft and type scientific/technical papers is beneficial.

A very good knowledge and experience of Microsoft Windows XP and Microsoft office is essential (MS Word, Excel, PowerPoint, Project, etc.). Experience with Apple Macintosh computers and Enterprise Resource Planning is highly desirable.



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Key Competences

Strong and effective organisation skills, high-level commitment and discretion.

Clear and precise communication style, both in written and oral form.

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

Willingness to acquire new skills and keep up-to-date with the tools used in the daily work, as well as to adapt to new procedures and identify means to optimize the daily workflows.

Contribute ideas for improvements and developments to the team work.

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

Efficiency in working both on your own initiative and within teams in an international and multicultural environment.

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 and the possibility to place your child(ren) in day care up to the age of 3. The initial contract is for a period of three years with the possibility of a fixed-term or indefinite 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.

Closing date for applications is February 28, 2009.

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 male and female applicants.