



EUROPEAN UNION
DELEGATION TO ICELAND

Job Description for Secretary

Employer

EU Delegation	<i>Iceland</i>
Location	<i>European Union Delegation to Iceland, Aðalstræti 6, 101 Reykjavík, Iceland</i>
Duration of contract	<i>Indefinite (with an initial probationary period of 3 month)</i>
Possible extensions	<i>Not applicable</i>

Job description

Group	<i>3</i>
e-Del-HRM and Sysper2 references	<i>Job ID EDelHRM: 46722; Sysper 2 Job ID: 157729</i>
Position in the organisation chart	<i>Political, Press and Information Section</i>
Reporting relations/responsibilities	<i>Reporting to the Head of Political, Press and Information Section and to the Head of Delegation Coordination with Assistant to the Head of Delegation Coordination / support to Administrative section on issues related to financial and administrative matters, staff, logistics and general office management</i>
Working hours	<i>Full time</i>
Working environment/conditions	<i>Multicultural environment</i>
Job objective	<i>Secretarial / Administrative support</i>
Tasks	<ul style="list-style-type: none"> - Keeps Delegation's agenda, managers presence calendar, assists in preparation of missions and trainings; - Document management (management of mail, including functional mail-boxes, registration and filing of documents); - Assists in organisation of meetings, visits and representative events (including preparation of location, organisation of catering, material, refreshments, reception of guests); - Provides translations and interpretations as required; -Managers office supplies stock and assists in procurement of office supplies and stationaries; - Acts as back up for the Assistant of the Head of Delegation in case of absence; - Acts as back up for reception and phone operator duties (including answering the phone, filtering and transferring calls, taking messages, greeting visitor, responding general enquiries)
Character references	<i>Communicative, self-starter, motivated, ability to work alone and/or in a team, respecting deadlines, ability to deal with stress situations, discretion and sense of confidentiality</i>
Minimum physical requirements	<i>Candidate will be requested to undergo medical examination prior to recruitment to confirm fitness for the job</i>

Job specifications

	Required	Appreciated

Qualifications	<ul style="list-style-type: none"> - Secondary education (giving access to University studies); - Excellent written and oral communication skills 	<ul style="list-style-type: none"> - Experience in an Embassy and /or an International organisation - Experience in multicultural environment
Professional experience	- Secretarial experience for a company, organisation or public body of at least 5 years	
Knowledge of languages	<p>Icelandic - ability to understand C1, ability to read C1, ability to speak C1, ability to write C1</p> <p>English – ability to understand C1, ability to read C1, ability to speak B2, ability to write B2</p> <p>For reference see: http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</p>	Other official languages of the European Union
Knowledge of IT tools	Microsoft Office	Other IT tools, web design