

OFFICE ASSISTANT
WARSAW OFFICE
ECR GROUP - POLISH DELEGATION

The **European Conservatives and Reformists Group** in the European Parliament has decided to open procedures for the provision of a post in the Group office in Warsaw. Duties are to be performed under the direction of, and with the collaboration of, the ECR Secretariat in Brussels.

DUTIES:

Providing comprehensive and personal assistance to the Office Manager in his/ her work for the ECR Group;

Providing effective secretarial support to the ECR Group in Poland;

Arranging travel and internal/external meetings and coordinating the same;

Preparing agendas, presentations and other materials for meetings and ensuring effective logistical services;

Ordering specific research and experts' reports;

Preparing and distributing internal briefings;

Building relationships with political parties in the regions with similar political views to the ECR Group;

GENERAL CONDITIONS FOR ADMISSION:

The selection procedure is open to any candidate provided that:

She/he is a national of one of the Member States of the European Union and enjoys her/his full rights as a citizen;

She/he has fulfilled any obligations imposed on her/him by the laws concerning military service.

QUALIFICATIONS AND SKILLS REQUIRED

Considerable experience in working as personal assistant to senior managers (min 1 year),

A thorough knowledge of the Polish language and knowledge of the English or German languages;

Good organisational skills and the ability to work under pressure and meet deadlines;

Capacity for teamwork,

Proven time management and organizational skills to manage busy workload with excellent attention to detail,

Good interpersonal skills to communicate effectively both internally and at all levels,

Awareness of the importance of confidentiality with the ability to demonstrate discretion and diplomacy,

Positive attitude with “can do” approach.

PROCEDURE FOR APPLICATIONS:

The closing date for applications is fixed at **30 April 2010**.

Applications should be sent **at the latest as attested by postmark or by e-mail to** the ECR Group at the address below and should include: CV and an application letter indicating the title of the position being applied for and a proposal concerning net salary level required for undertaking a part time basis the duties described above.

POSITION TO BE FILLED BY: 1 May 2010

Mr Gabriel Beszlej

Deputy Secretary of the ECR GROUP

European Parliament

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Brussels, 21st April 2010