**Executive Assistant—International Visegrad Fund**

Application closing date: March 15, 2022

Employment start date: April/May 2022

Place of work: Bratislava

Academic background:

University education (Bachelor’s degree)

Language skills:

* Advanced knowledge of English (min. B2 both oral and written, C1/C2 is an advantage)
* Fluent Czech or Slovak is a must; knowledge of Hungarian and/or Polish languages an advantage

Required experience:

* Position suitable for fresh graduates
* Previous experience in administration or in an assistant position is an asset

Background and key competencies:

* Good communication skills
* Excellent planning and organizational skills
* Ability to prioritize and meet deadlines
* Attention to detail
* Service oriented
* Hands-on approach
* Ability to work independently and in team
* Flexibility
* Multitasking
* PC literacy (Word, Excel, PowerPoint)
* Driver’s license class B—active driver

Job tasks:

* Assuring smooth functioning of the Secretariat
* General administrative support of the Secretariat
* Registering and processing incoming/outgoing mail
* Managing the daily programs for the Executive body
* Organizing travel arrangements for the Executive body
* Regular communication with ministries
* Settlement of travel expenses, travel insurance, preparation of documents for accounting
* Providing refreshment for official visits
* Organizing official receptions
* Regular maintenance of the company cars
* Preparing and copying agenda for the meetings
* Office supply purchase and management of all supply services
* Archive management

Contract duration:

* Fixed-term appointment (1 year, renewable)

Contract type:

* Full-time (40 hours/week)

Starting salary:

* €900–1,100 (depending on experience), bonuses

**To apply, send your CV and a brief motivation letter in English to** [**visegradfund@visegradfund.org**](mailto:visegradfund@visegradfund.org) **on March 15, 2022 at the latest**

The International Visegrad Fund reserves the right to contact successful candidates only.

By sending her/his CV and motivation letter, the candidate expresses consent to the processing of her/his personal data for the purposes of evaluating her/his candidacy for the period necessary to terminate the recruitment process. The applicant also declares that the personal data provided are accurate and provided based on her/his free will.