

The Jacques Delors Institute is hiring, starting in September 2016,

a multi-skilled secretary/administrative assistant

The Jacques Delors Institute is a European think-tank founded in Paris by **Jacques Delors** in 1996. Its mission is to produce analyses and proposals both for Europe's decision-makers and for a broader audience, as well as to contribute to and influence debates on European issues through the media. It is currently chaired by **Enrico Letta**, former Prime Minister of Italy. All of the Institute's output may be accessed freely in French and English on our website, www.institutdelors.eu.

The position includes the following missions:

1. **Assistant to the Director:** agenda management / organising meetings / travel management / preparing files / preparing the Board of Directors / handling post / etc.
2. **Secretary / Office manager:** screening telephone calls / handling post / travel management / placing orders and managing contracts / presiding over logistics for events / computer maintenance (in cooperation with external technician) / etc.
3. **Finance / Accounting:** establishing and following draft budgets (both global and calls for tender for specific projects) / paying and registering bills / accounting / liaising with our accountant, auditor, and bank / etc.

Candidates should meet the following qualifications:

- Excellent English and French essential. English as a first language would be an asset.
- Dynamic, motivated, and able to work both autonomously and in a team.
- Experience with project and account management.
- An interest in European issues and politics.

Please send your application to Ms. Ute Guder: guder@delorsinstitute.eu