



Team Assistant European Commission Framework Management Team

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In order to support our business lines, we are looking for a Junior Team Assistant.

Job scope:

To provide an administrative service and support in offer preparations to the European Commission Framework Management Team

Typical activities

- Assist in the preparation of offers and tenders for the European Commission (layout, collecting administrative documents, CV formatting, printing and sending final offers)
- Coordinate the reception, verification and sending of contractual documents
- Prepare contractual documents as needed (e.g. sub-contracting agreements, letters...)
- Database management and filing of documents
- Organize events/trainings (mainly EY internal events)
- Provide assistance in the preparation and sending of invoices to the European Commission
- Provide assistance in the QRM formalities, i.e. requesting of pre-approvals, performing a preliminary conflict check on google

Your profile

- You own a Bachelor degree in Office Management/ Languages
- Very good knowledge of Microsoft Office
- Fluency in English
- Good knowledge of French, Dutch or any other language is an asset
- Strong organizational skills (able to successfully handle multiple tasks at the same time and to prioritize)
- Strong communication & interpersonal skills to perform successfully in a fast-paced and client oriented environment
- Professional, dedicated & hardworking
- Proactive, able to take initiatives & flexible
- Stress-resistant (able to work towards deadlines efficiently)

Offer

- A challenging position within a leading international company
- Room for personal development
- An interesting salary package with fringe benefits

Interested? Apply here:

<https://ey.taleo.net/careersection/gcam01/jobdetail.ftl?lang=en&job=DIE000FO>