



JOB DESCRIPTION

EXECUTIVE ASSISTANT

CIHEAM ZARAGOZA

The Mediterranean Agronomic Institute of Zaragoza (CIHEAM Zaragoza) is one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM). Our activities focus on cooperative development in the fields of agriculture, food, and fisheries to serve CIHEAM-member and third countries. They are based on five thematic areas: Environment and Natural Resources; Fisheries and Aquaculture; Animal Production and Welfare; Plant Breeding, Health and Production; and Agrifood Systems and Marketing.

We seek a proactive, resourceful professional with good teamwork skills for the post of **executive assistant at CIHEAM Zaragoza**.

The role will include the following tasks:

- Executive assistant: scheduling and managing the director's calendar, organizing appointments, drafting correspondence, taking minutes at meetings
- Administrative management: answering telephone calls and handling the switchboard, general institutional correspondence and specific correspondence for various departments, liaison with embassies and consulates
- Organizational coordination: booking rooms, scheduling meetings, organizing events
- Documentary resources: preparing presentations, layout design, documentation filing.

Requirements:

- Advanced level vocational qualification or equivalent: secretarial, administrative studies
- 2 years of professional experience
- Good verbal and written communication skills in English, Spanish and French.

Additional assets will be considered:

- Experience working in international entities or projects
- Knowledge of layout design software, digital training platforms and collaboration tools
- Experience in digitalization processes
- Excellent interpersonal skills including discretion, tact and diplomacy
- Well-organized, proactive and flexible attitude
- Attention to detail.

The successful candidate will share CIHEAM's commitment to the values and principles of: cooperation for development, flexibility, capacity to adapt to the needs of society, international focus, innovation, sustainability and constant pursuit of excellence.

Work location

CIHEAM Zaragoza: 1005 Avenida de Montañana - 50059 Zaragoza (Spain)

Expected start date

November 2022

Recruitment and salary

CIHEAM Zaragoza offers the possibility to contribute to a passionate project based on international cooperation in agriculture, food, fisheries and the environment.

CIHEAM Zaragoza encourages an inclusive working environment and strives towards gender equality.

The salary and other working conditions will be offered in compliance with CIHEAM Zaragoza regulations for a Category B officer and will be determined according to the candidate's professional experience and qualifications.

Application process

Please send your CV and cover letter (in Spanish or English) together with the signed data privacy document to: recruitment@iamz.ciheam.org (REF: **job vacancy executive assistant**). You may choose any format for your cover letter but you should address at least two aspects: how your profile matches the role and what proposals you can make to enhance the performance of your duties.

The deadline for the submission of applications is **25 September 2022**.

[Extended deadline for receiving applications: 16 October 2022.](#)