



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT FLUENT IN ENGLISH AND FRENCH

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 cooperation for development in the fields of agriculture, food, and fisheries to serve CIHEAM-member and third countries. They are based on five strategic areas: sustainable agrifood systems; fisheries and aquaculture; water, soil and ecosystems; forest management; and territorial and inclusive development.

We seek a proactive, resourceful professional with good teamwork skills for the post of **administrative assistant with high-level language skills in English and French at CIHEAM Zaragoza**.

The role will include the following tasks:

- Organization of travel logistics and accommodation for staff, lecturers and participants in our activities
- Administrative management of general correspondence and collaboration in the preparation of academic certificates, diplomas and supplements
- Documentary resources: preparation of presentations, layout design, documentation management
- Support for the Economic Management Unit in invoice verification, document scanning and financial document management.

Requirements:

- Advanced-level vocational qualification, diploma or equivalent: tourism, administrative studies, executive support, or similar
- 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
- Proficiency in office and word processing software and virtual training and management platforms
- 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 2023

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 administrative assistant fluent in English and French**). 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 **8 October 2023**.