

ANNEX II

ROLE PROFILE SENIOR MANAGEMENT ASSISTANT

The senior management assistant provides dedicated support to senior management or an Executive Board Member. The focus of the role is towards secretarial support and may include administrative tasks of a cross organisational nature. As successful candidates will provide a service to the most critical management functions in the ECB, a high level of professionalism and confidentiality are required. Candidates must be able to work independently within predefined objectives.

Tasks may include:

- Drafting and preparation of correspondence and presentations;
- Typing, formatting and copying documents;
- Preparing and maintaining internal files;
- Maintaining electronic and paper registration and filing systems;
- Updating databases;
- Preparing documents for attendees to meetings, conferences and seminars;
- Organisation of meetings, conferences and business travels that fall under the overall responsibility of direct superior;
- Agenda management;
- Taking minutes of internal meetings;
- Answering telephone calls, fax messages and emails;
- Proof-reading and formatting documents;
- Maintaining high level contacts inside and outside the ECB;
- Disseminating information to other management assistants within the business area;
- Audio typing.

Qualifications and Experience:

- Formal secretarial training;
- At least 4 years' secretarial experience;
- State-of-the art knowledge of the office management function;
- Excellent computer knowledge and familiarity with the MS Office suite (Word, Access, PowerPoint, Excel and Outlook);
- Advanced level of English, both written and spoken;
- Working knowledge of one other official community language.

Service Requirements:

- Strong organisational skills;
- Strong communication skills;
- Excellent interpersonal skills and the ability to work effectively in a team;
- Ability to work without close supervision and under pressure;
- Ability to prioritise and take the initiative;
- Extremely high level of professionalism, discretion and confidentiality.