



## EUROPEAN UNION

DELEGATION OF THE EUROPEAN UNION TO ICELAND

### **EU Delegation in Reykjavik Vacancy Notice**

#### **Receptionist/Secretary**

The Delegation of the European Union to Iceland would like to recruit a Receptionist/Secretary to carry out a variety of support tasks in a dynamic working environment.

#### **General roles and responsibilities**

- Manage the reception/switchboard by answering the telephone, filtering and transferring calls, taking messages, greeting visitors, responding to general enquiries.
- Provide logistical support for organisation of meetings and visits (reception of guests, liaising with the Administration Section on preparation of the location, materials, refreshments, etc.).
- Administrative support to Delegation staff
- Keep agenda and manage leave, travel and training plans.
- Maintain co-ordination with the Head of Delegation's Secretariat.
- Up-date of Delegation's contacts and telephone lists.
- Provide translations of small texts.

#### **Qualifications**

- Education at secondary level (studentsprof)
- Minimum 2 years secretarial experience
- Excellent written and oral communication skills in English and Icelandic.
- Capacity to work as a team player
- Excellent computer skills, in particular sound working knowledge of Word and Excel
- Discretion and sense of confidentiality

The candidate should be available to start work from 15 April 2010. Salary will be determined according to EU Delegation salary scales for locally employed staff in Iceland. The monthly salary range for this post is fixed between ISK 265,955 – ISK 350 690 depending on qualifications and experience.

Short-listed candidates will be interviewed. The successful candidate will be required to supply references.

Please send your application letter and CV in English to:

[Delegation-iceland@ec.europa.eu](mailto:Delegation-iceland@ec.europa.eu)

The deadline for receipt of applications is 12 March 2010.