

How to apply

All the vacancies are published on INEA's website ec.europa.eu/inea > About us > Job opportunities.

To apply for a published vacancy or to put forward a spontaneous application, please use the eRecruitment tool following the link on the website.

You can apply for more than one position at a time if you fulfil all the requirements, but it is mandatory to apply for each position separately.

More info

Check the FAQs on our website ec.europa.eu/inea > About us > Job opportunities or contact the INEA recruitment team: INEA-HR-INFO@ec.europa.eu.



ec.europa.eu/inea



@inea_eu



Look for INEA!



21 motivated people

needed for 2017, especially in project management, financial management & administrative support



European Commission



INEA is looking for

Administrative support

About the job

INEA's assistants provide **general administrative support** and coordination:

- Follow up on internal **procedures and deadlines**
- **Manage documents** and files
- Organise and follow up **meetings**
- Provide **logistics** support
- Contribute to **personnel administration**
- **Coordinate** with other services

Assistants work in **various services across the Agency**, ranging from the Executive Director's office to units and teams.

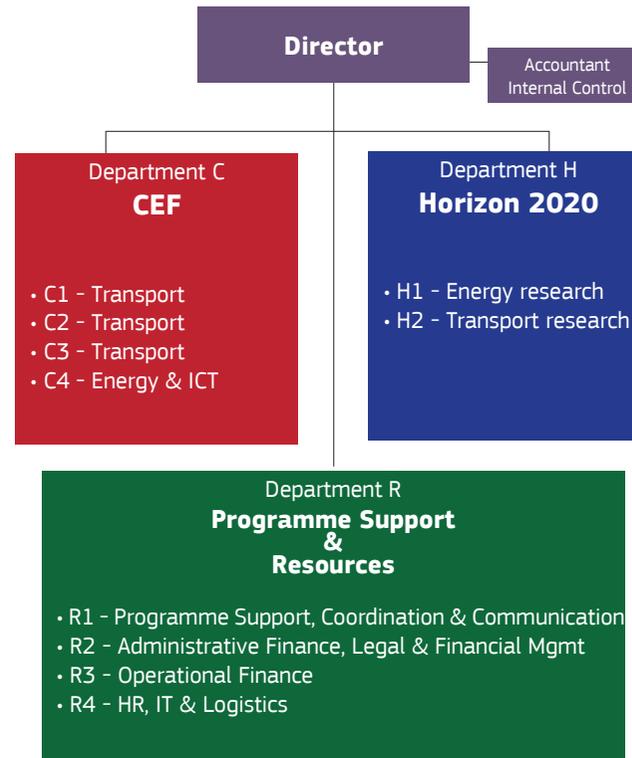
About you

To **apply** for an assistant post, you should have:

- Relevant **professional experience**
- Very good command of spoken and written **English**
- Good command of **French and/or German**
- Good command of **electronic office programmes**
- Good **organisational skills**
- Ability to **work under pressure**
- Good **interpersonal and communication skills**

About us

Innovation and Networks Executive Agency



A word from our staff

“ I joined the Agency in 2008 and still continue to find my job so interesting and motivating. We, secretaries, are contributing to the common work of the Agency and we share a great common spirit. Don't stand aside, don't miss your chance!



Isabelle Fena,
Secretary to the
Head of Unit C4
'Energy and ICT'

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“ I joined the Agency a few months ago and in a short period of time I was quickly integrated. I enjoy my job as secretary to the Head of Unit and I really feel I contribute to the aim of the Agency!



Elodie Delahaut
Secretary to the Head
of Unit R1 'Programme
support, Coordination
& Communication'

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