

## Call for Applications

### **Administrative Assistant**

(1x English & German-speaking / 1x English & Dutch-speaking)

[APPLY HERE](#)

Volt is a political start-up that wants to trigger a positive change for Europe by exciting people to build a truly European party with us. We are committed to reforming the European Union to enable it to address global challenges. We fight for a more democratic European Union, a just society, and a climate-neutral and innovation-friendly economy.

In the June 2024 European elections, Volt gained 5 seats. We are looking for two highly motivated, perfectly organized, solution-oriented, and proactive *Administrative Assistants* to join our dynamic team in the European Parliament in Brussels. The administrative assistant is responsible for making sure the MEP offices work well from an operational perspective. We are looking for one Dutch/English and one German/English speaking administrative assistant.

#### **01 General Information**

- **Preferred start-date** is September 2024 (flexible if contractual obligations exist)
- **Full time**, with an initial trial period of 7 months. Extension of the contract until the end of the mandate is envisioned if the trial period is successful. 80% solutions can be discussed, especially if helpful to accommodate applicants with a family
- **Remuneration:** We are looking for advisors with diverse types of backgrounds, including young or experienced professionals. We offer a competitive salary and benefits in line with European Parliament's practice and standards, which will be determined upon the candidate's experience.
- **Inclusiveness:** Volt is an inclusive employer and we encourage applications from people with diverse backgrounds.
- **Deadline for applications:** **23:59 CEST, July 7, 2024**

#### **02 Tasks**

The administrative assistants will cover the administrative side for either two German or two Dutch Members of Parliament.

- **Calendar and logistics**
  - Managing the MEPs' agenda, including all internal / external meetings requests
  - Organising travel and logistics
  - Organising MEPs' events
  - Managing visitor groups
  - Providing accreditation to visitors
- **Email management**

- Handling all incoming mail/email for the MEPs and flagging them to relevant team members or MEPs
- Follow-up on emails internally or externally if necessary
- **Financial and administrative tasks**
  - Manage the office's finances, including bank accounts and transfers

### 03 Requirements

Key capabilities:

- **Reliability:** The assistant will handle sensitive, confidential and personal information of the MEPs and should therefore demonstrate a high degree of integrity and trustworthiness. A dedication to detail and reliability is a must.
- **Structured organizing:** The daily work in the European parliament is dynamic and changes often. Supporting two Members of Parliament will require a good system to simplify repetitive tasks. A certain degree of flexibility is required, while it will be your main task to bring order into the chaos such that the MEPs can function optimally.
- **Multi-tasking:** To be able to have an overview over multiple tasks at the same time is crucial. You need to be able to plan and organize very well even if there is a lot going on.
- **Relationship management:** The administrative assistant is often the first and last point of contact for people with the Volt team. A friendly and respectful attitude to everyone is key.

Other capabilities:

- **Stress resilience:** Politics can be stressful. We need advisors who can keep their cool in stressful moments with (sometimes) an overload of information.
- **Education:** Please be aware that Parliament requires at least a Bachelor degree in its hiring rules.
- **Language:** The working language of the delegation is English, therefore English writing and communication skills are needed. Additionally, knowledge of German for the German MEPs, or of Dutch for the Dutch MEPs is also needed.
- **Team player:** It is super important for us that we have team players that can work with a large team, help each other out, whenever and wherever and bring a positive dynamic with you to the workplace.

### 04 What we offer

- **Purpose:** Improve the world with us. Volt is a political start-up, focused on playing way beyond its current political weight, and always aiming for more. If you like energetic and purpose-driven work, we are at your service!
- **Expertise:** Build or strengthen your knowledge in a specific field of your interest and become the absolute expert in it.
- **Autonomy and responsibility:** We want to give our staff room to act, develop strategies and initiate projects fitting to the overall objectives of Volt and the MEPs

- **Parliament:** If you haven't experienced it, you will miss out. The European Parliament brings together people from 27 different nations and is by far the coolest cross-national experiment ever conducted. Check it out with us!
- **Fun:** Yes, the job is stressful - but it is also a lot of fun. We have a great international team of young and motivated MEPs and staff already. Be part of a fantastic adventure with us and shape what Volt and Europe will be in the future.

We offer a competitive salary and benefits in line with European Parliament's practice and standards.

Volt is an inclusive employer. We welcome applications from all qualified candidates regardless of gender, ethnicity, religion, disability, sexual orientation or age.

### **05 Application Procedure:**

Nobody fulfills all the requirements perfectly. If in doubt about your own fit, just apply! The time the application costs you stands in no relation to the potentially amazing job you can get. After all, we value your motivation most - if you are super motivated, please give us the opportunity to look at your application.

After the application deadline has passed, we ask you to give us 2-3 weeks to assess all applications. We will then let you know whether you will be invited to the first interview, which should still happen in the second half of July or latest in the beginning of August.

If you have not received any information from us by July 21, please feel free to reach out via [damian.boeselager@ep.europa.eu](mailto:damian.boeselager@ep.europa.eu). Before that date, we would kindly ask you to refrain from inquiring about the status of your application.

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