

# PRACE Executive Assistant

## Keys Skills & Experience Required

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- Bachelor degree in executive assistant or similar orientation.
- At least 5 years' experience in a similar position. Experience in a non-profit international organisation is an asset.
- Outstanding knowledge of English both spoken and written. Fluent in French and Dutch.
- Sharp in capturing major lines of discussions including for unknown topics.
- Forward looking thinker, who actively seeks opportunities and suggests solutions.
- Naturally ensure mutual understanding with contacts and relay information accurately.
- Proficient in advanced letter composition and executive-level correspondence.
- Advanced knowledge of Microsoft Word, standard knowledge of the other Microsoft Office Suite components (mainly Excel, PowerPoint).
- Proficient in modern telecommunication systems (e-mail, phone, teleconference tools).
- Responsible attitude, understanding confidentiality conditions, service and solution oriented.
- Exhibit a positive work attitude, high productivity and a collaborative approach with other employees across an international environment.