

**Job vacancy:**

**Administrative and executive secretary**

**Number of available position: 1**

**General information:**

Location: **Lauf an der Pegnitz - Germany**

Form of employment: **part time (20 hours/week)**

Type of contract: **fixed term (at least 6 months)**

Minimum monthly salary (Euro): **860**

**Job description:**

German employer in the architecture & civil engineering sector is searching for an administrative/executive secretary taking responsibility of the office administration, accounting, invoice writing etc., office communication, acquisition - measurement of buildings and documentation - investigation and documentation of damages to buildings - photography and digital picture and video processing.

**REQUIREMENTS:** MSc in Economics, experience in working in Germany, preferably in a similar position, min. intermediate level of knowledge of German and English languages (both in speaking and writing)

**Requirements:**

- ✓ **General requirements:**
  - EU28 citizenships\*
  - Residence in any of the EU28 Member States (outside Germany)\*
  - Registered on [Reactivate/YFEJ platform](#) with a complete CV in English
- ✓ **Language knowledge:**
  - Intermediate German and English language knowledge



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**Procedure to participate in the selection:**

To participate in the selection it is necessary to be registered on Reactivate/YfEj Platform:  
<http://www.reactivatejob.eu/en/login>

The CV inserted must be written in English and COMPLETED in all the fields.

Once you are registered and you have COMPLETELY filled in your CV, please **send an email to [jobmobility@cittametropolitanaroma.gov.it](mailto:jobmobility@cittametropolitanaroma.gov.it)** indicating “**Administrative and executive secretary in Germany**” in the object.

Only candidates registered with a complete CV and responding to the requirements will be contacted for the selection.

***\* Nationals and/or residents in Norway and Iceland are eligible only for YfEj 6.0 (18-35 years old)***



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