

## **Administrative/Support Officer**

US Government organization is looking to recruit a full-time Administrative/Support Officer to work for its office in Vienna, Austria. The successful candidate will perform a wide range of activities covering accounting and finance, human resources, logistics, contract management, and general office support. Special training to perform these duties will be provided as required.

### **Essential Requirements and Qualifications**

- Fluent spoken and written English-language skills.
- Degree and/or professional qualification in Accounting and Finance and/or Human Resources or related discipline.
- Strongly developed expertise in the full range of support and administrative skills.
- Excellent proficiency in Microsoft Office Word, Excel, PowerPoint.
- Self motivated individual with excellent interpersonal and team-working skills.
- Strong organizational skills and high flexibility.

### **Desirable Skills and Interests**

- Experience in contract preparation and maintenance.

### **Compensation**

This is a career opportunity offering the successful candidate a competitive compensation and benefits package including paid local and US holidays and supplemental pension plan. The starting salary will be based on the relevant experience.

The candidates who are fully qualified and are shortlisted will be notified within 21 days of the closing date. Shortlisted candidates will be invited for a test and interview. Applicants selected for an interview will travel at their own expense. It is the applicant's responsibility to ensure they are legally able to work on Austria.

Please submit your CV in English with a covering letter to

**[EU-Applications@rccb.osis.gov](mailto:EU-Applications@rccb.osis.gov)**

including the position title in the subject line by COB on 15 June 2013, identifying how you meet the above qualifications and clearly stating your interest, qualifications and language expertise.

Subject: Administrative/Support Officer  
Deadline for application: 15 June 2013

No telephone calls accepted.

The US Government is an equal opportunity employer.