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# Team Assistant/ Backoffice Assistant (d/f/m)

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Part time (20 – 30 h/week) | Location Brussels | 01.01.2022

to support our team in the **Competence Centre for EU Services**.

If you want to make the right decisions today for tomorrow, you need a solid foundation. Prognos AG - one of the oldest economic research companies in Europe - provides them. For 60 years we have been supporting private companies, associations, foundations and public clients in developing viable strategies for their future - through research, consulting and support. We are always on the lookout for analytical and creative thinkers who are interested in actively shaping our future.

## **Working at Prognos: what can you expect?**

As part of one of our teams, you promote movement and change in society, business and politics - fact-oriented and politically independent. We pay particular attention to an appreciative, collegial and motivating corporate culture. More about us as an employer: [www.prognos.com/karriere](http://www.prognos.com/karriere)

## **Your tasks**

- You are the administrative support for tender processes with the EU Commission such as creation/maintenance of references, CVs, formal evidence.
- You are the first point of contact for your team and support the formal processing of projects and tendering procedures.
- The creation and the editing/proofreading of reports as well as the maintenance of Excel tables falls in your area of responsibility.
- You support the operative management and the team in their work, including office management tasks.

## **Your profile**

- You have successfully completed a commercial education (e. g. in Office Management) or studies in relevant fields (e. g. Bachelor).
- You have first experiences in tender processes with the EU Commission (not mandatory), a high-quality awareness, a secure written form and organisational talent.
- You are fluent in English and have a good knowledge of the common MS Office applications. Ideally you also speak German and French (not mandatory).
- You are service-oriented and have good communication and team skills.

**You would like to become part of Prognos and apply?**

Please provide your application to our web-portal: [www.prognos.com/bewerbung](http://www.prognos.com/bewerbung). Please mention the **reference no. WIR-12** and stating the possible hours per week and date of entry.

*We value diversity and therefore welcome all applications - regardless of gender, nationality, ethnic and social origin, religion and ideology, disability, age, sexual orientation, and identity.*



**Your contact person:**

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