





Administrative Support (m/f/d)

(TDR22)

 Standort: Darmstadt  Anstellungsart(en): Vollzeit  Gehaltsspektrum: 53000 - 55000 Euro pro Jahr  Beschäftigungsbeginn: ab sofort

A-TEAM offers you this exciting career opportunity as an **Administrative Support Specialist** with our client, a renowned intergovernmental organization based in **Darmstadt**. This position is available **immediately**.

Your Duties

- Perform essential secretarial and administrative duties, including handling correspondence, managing mail, registering documents, and scheduling appointments
- Organize travel arrangements and logistics for staff, external experts, and mission-related events
- Support the preparation of official documents and serve as the designated Document Management Responsible (DMR)
- Coordinate internal and external meetings, workshops, and corporate events
- Assist with onboarding processes, provide general team support, and help prepare for key organizational activities

Your Profile

- A recognized qualification in secretarial or administrative support, combined with proven experience in an international and multicultural environment
- Fluency in English, with excellent written and verbal communication skills at all organizational levels
- Proficiency in MS Office applications and experience with electronic document management systems
- A strong service mindset and proactive approach to user support and daily tasks
- A collaborative and team-oriented work style with a high level of reliability and attention to detail

Your Benefits

- An attractive annual salary of €50,000–55,000 plus overtime compensation, holiday pay, and Christmas bonus
- A permanent employment contract under the BAP collective agreement
- Access to corporate benefits, including discounts on fitness memberships, travel, electronics, furniture, and more
- Personalized onboarding and support throughout your probationary period
- Individual career coaching and professional development with guidance from an A-TEAM mentor
- A rewarding employee referral program for every successful hire you recommend

Your contact

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Abteilung(en): Assistenz & Verwaltung

Art(en) des Personalbedarfs: Neubesetzung

[Impressum](#)