

Team Assistant (f/m/d)

(TDR14)

 Standort: Darmstadt  Gehaltsspektrum: 50000 - 55000 Euro pro Jahr  Beschäftigungsbeginn: ab sofort

#TOPJOB: A-TEAM offers you this exciting career opportunity as a **Team Assistant (f/m/d)** with our client, a renowned intergovernmental organization based in **Darmstadt**. This position is available **immediately**.

Your Duties

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

Your Profile

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

Your Benefits

- An attractive annual salary up to €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 Person

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HR Manager

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Abteilung(en): Assistenz & Verwaltung

Art(en) des Personalbedarfs: Neubesetzung

Tarifvertrag: GVP **Entgeltgruppe:** EG 5

[Impressum](#)