

Administrative Assistant (f/m/d)

(TDR54)

 Standort: Darmstadt  Anstellungsart(en): Vollzeit  Gehaltsspektrum: 50000 - 55000 Euro pro Jahr  Beschäftigungsbeginn: ab sofort

#TOPJOB A-TEAM offers you this exciting career opportunity as an **Administrative 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 tasks, including managing correspondence, handling 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 act as the 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 studies, office administration, executive assistance, office management, business administration, or public administration, complemented by proven experience in an international and multicultural environment
- Fluency in English, with excellent written and verbal communication skills across all organizational levels
- Proficiency in MS Office applications and experience with electronic document management systems
- A strong service orientation and a proactive approach to supporting users and handling daily tasks
- A collaborative, team-oriented mindset combined with high reliability, professionalism, and strong attention to detail

Please note: Due to legal requirements in temporary employment (Arbeitnehmerüberlassung), we can only consider applications from candidates with unrestricted access to the German labor market (EU nationals or individuals holding a valid work and residence permit for Germany).

Your Benefits

- An attractive annual salary of € 50,000–55,000 plus overtime compensation, holiday pay, and a 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

Tarifvertrag: GVP

[Impressum](#)