



# EURMOST

European University of  
Research & Modern Studies

Harju maakond, Tallinn, Kristiine linnaosa, Seebi tn 1-1501, 11316, Estonia

[hr@eurmost.org](mailto:hr@eurmost.org)

REF : EURMOST/POL/HRM/22/0802

Date : 8<sup>th</sup> Aug 2022

## JOB DETAILS

JOB SNO	: ADMM220802
Position	: EA / EO / SO TO THE Vice Chancellor
Department	: Vice Chancellor Secretariat
Location	: Remote Working / Tartu (Preferred)
Salary Range	: € 900 to € 1,800 per month
Attributes	: Good Communication Skills, Good personality, Willing to travel.
Languages	: English – Mandatory, Estonian – Highly Desirable, French / German / Spanish - Desirable

## JOB BRIEF

The world really is your oyster when it comes to working as an Executive Assistant. We are looking for a responsible Executive Assistant to the Vice Chancellor to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to the Vice Chancellor's work, life, achievements and communication. Keeping a keen eye on the *University Social Media Accounts, Website, Student Portals, and web presence of the University and staff.*

## RESPONSIBILITIES

- Act as the first point of contact: dealing with correspondence and phone calls.
- Communicate with University Board Members, schedule Board Meetings, and arrange meeting agendas.
- Monitor University Social Media Accounts, Website, Student Portals, Google Analytics etc.
- Develop Content for University Social Media Accounts, Website, Student Portals etc.
- Organize meetings and appointments, often controlling access to the Vice Chancellor.
- Prepare meeting agendas, perform research for meetings and take minutes.
- Screen and direct phone calls and distribute correspondence
- Oversee internal and external correspondence.
- Handle requests and queries appropriately
- Manage work and family diaries/schedules.
- Book and arrange travel and accommodation for both private and work trips.
- Project and event coordination. Organize & host events, Social evenings, parties and conferences.
- Remind the Vice Chancellor of important tasks, deadlines and events both at work and at home.
- Implementing and maintaining procedures/administrative systems.
- Take dictation and minutes
- Type, compile, prepare & deliver weekly, monthly & annual reports, and presentations
- Manage databases and filing systems.
- Liaise with Students, staff, suppliers and business guests.
- Liaise with staff especially with the IT, Sales, PR and HR teams.

Deputy Registrar  
Admin & HR



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- Collating and filing expenses.
- Accompanying the Vice Chancellor on trips and work duties.
- Source office supplies
- Train new staff members, especially in the VC secretariat.
- Oversee Vice Chancellor's social media feed (if they so require).
- Work 24/7 where required.
- Organize the Vice Chancellor's personal commitments including travel.
- Book family holidays, restaurant or social activities.

## REQUIREMENTS

- Proven work experience as an Office Manager / Executive Assistant / Personal Assistant
- Knowledge of office management systems and procedures. Ability to prioritize daily workload
- Discretion and trustworthiness: you will often be party of confidential information
- Flexibility and adaptability, Tact and diplomacy, Ability to be proactive and take the initiative
- Outstanding organizational & time management skills. Great multitasker & Logical thinker.
- MBA degree holder is preferred. PA diploma or certification would be considered an advantage
- Multi-cultural and European outlook and keenness to travel and explore new places and horizons
- Excellent English proficiency, verbal & written communications skills, Outgoing & open personality
- A knowledge of standard software packages and the ability to learn company-specific software if required. Up-to-date with latest office gadgets and applications
- Be growth oriented and ambitious. Logical "do-er", Open & Broad-Minded & Analytical quick learner.

## SALARY

The starting salary for an Executive Personal Assistant is around € 900 to € 1,800 per month when posted at the University Location. Additional benefits may be offered at the sole discretion of the Vice Chancellor. You will also have the chance to join a professional body, such as the Institute of Administrative Management or the Executive and Personal Assistants Association. They can provide advice, continuing professional development opportunities and training to further enhance your career.

## POSTING

The initial posting shall be in Tartu, Estonia. Subsequently, based on your performance, you may be offered a transfer to our other locations. Travel within and outside the country may have to be taken up regularly.



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## CARRER PATH & PROGRESSION

The career path for an Executive Assistant is an exciting one. If you prove you are good at your job, excel in organising and multitask brilliantly, you will reap the benefits of your hard work and promotions are plentiful. You can expect to progress to work as an Executive Officer, who is at the heart of the business and oversee a team of PAs. An EA may have to initially put the hours in and really prove trust and reliability before earning the money to match.

What's great about the EA role is that the knowledge and expertise you gain will also put you in great stead to move into other areas like HR, PR and marketing. The opportunities are endless and working as an EA really does offer you the chance for a very fulfilling and long-lasting career. The typical progression should look as follows :

**Junior Personal Assistant > Personal Assistant > Senior Personal Assistant > Executive Assistant > Executive Officer / Staff Officer > Assistant Registrar > Deputy Registrar > Registrar**



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