

JOB OPPORTUNITY

OFFICE ASSISTANT/SECRETARY (part-time / 20 hours per week)

Location: Wiesbaden area (Germany) / English-speaking

The European Historic Thermal Towns Association (EHTTA) with its Germany office based in Taunusstein near Wiesbaden is seeking an Office Secretary, assisting our Executive Director in the daily office management.

Currently our non-profit association, registered in Spa (Belgium) represents 51 members in 18 European countries (and two international partners) with an acknowledged thermal tradition and a rich thermal heritage. EHTTA's mission is to allow them to promote their history and to safeguard and protect their cultural thermal heritage while at the same time defining marketing and enhancement strategies through creative and innovative activities.

The job

The Assistant will carry out the routine work of the secretariat, assisting the Executive Director in the administration of the various tasks, for example does he/she keep in touch with the EHTTA Members and business partners, answers their inquiries in writing or refers to the Executive Director or team. He/she manages the agenda/travels of the Executive Director and Board and assists in the organization and preparation of statutory meetings and international conferences.

Responsibilities

- Provides administrative support to ensure efficient office operations.
- Responds to emails and other digital queries and correspondence.
- Drafts and edits letters, reports, meeting minutes and other documents.
- Inputs and updates information in databases and spreadsheets.
- Research as requested and compiles and summarizes information for reports or presentations.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Assists in preparation for financial controlling and accounting
- Ensures that deadlines are met and adapts to changing priorities.
- Coordinates logistics and supports organisation for EHTTA General Assemblies and Executive Council Meetings
- Presents a positive and professional image for the organization.
- Ensures updates on the EHTTA Website (e.g. News, Press Releases) together with the Communications manager

Qualifications

- High school diploma or equivalent
- Previous experience in office or administrative setting, ideally international company
- Fluent English speaker and a competent writer in English
- Additional European language of advantage

- Excellent communication skills, verbal and written
- Digital literacy and research skills, including the ability to analyse the reliability of information
- Familiarity with standard office platforms, such as Microsoft Office
- Data management and entry skills, including the ability to maintain and improve filing systems
- Accurate record keeping
- Time management, multitasking, and flexibility
- Organizational skills
- Accuracy and attention to detail
- Interpersonal skills, professional and courteous demeanor, excellent office and phone etiquette
- Ability to work well under pressure and navigate multiple deadlines
- Proactive approach to problem-solving and process improvement
- Ability to work well independently and in collaboration with others
- Supports event planning and coordination

What we offer

Place of work: Taunusstein (near Wiesbaden)

Job Type: part-time

Work Time: 20 hours; on minimum three days per week (flexible working hours)

Salary: 1.600 - 2.000 € gross (brutto) / month (20-25 € per hour);
employment under German Labour Law; Self-employed basis possible – to be discussed

Start Date: as soon as possible

You will be joining a small friendly team in an international environment, where trust, flexibility in daily tasks and collaboration is highly valued. Team spirit at the European Historic Thermal Towns Association is all about shared enthusiasm for the spa heritage and culture of Europe, the tasks and projects we are developing for and with our members. All in an atmosphere of mutual respect for the various cultures and environments of our membership. Our multi-national team is located in Germany, Portugal and France, our main working language is English, German being the native language of our Executive Director.

Applications

For further information about this role or to submit your application please contact our Executive Director, **Ms. Simone Zagrodnik** at office@historicthermaltowns.eu or call +49 172 3080097.

We ask applicants to submit their CV and a letter of application (in the English language) which includes an indication of your sought, your motivation and your availability to start a new role.