Would you like to work at a leading institution of Hungarian higher education? Working as the personal assistant of the President of EELISA (https://eelisa.bme.hu/) based at Budapest University of Technology and Economics. This is a two year contract with possibility of extension.

Why work for us?

• The opportunity to work at a prestigious institution with a strong international presence
• flexible work options allowing for work-life balance
• good working environment on the BME campus, building ”Z”

What are your responsibilities?

effective support for the work of the President in an international environment
• participation in project preparation, process coordination
• timely management of deadlines
• organisation of management meetings
• editing of documents
• performing additional tasks assigned by the President
• liaising with partners in Hungarian, English and German

Your professional skills:

• fluent Hungarian, English and German
• user-level MS office knowledge
• relevant experience preferred
• proactivity, high reliability, determination
• excellent communication, social and protocol skills
• College or university degree

Please contact us at humaneroforras@bme.hu attaching the following documents:

• motivation letter in English
• CV
• a statement that you consent to the processing of your personal data in connection with the application procedure