

26741 - Senior Administrative Assistant

Location: Bydgoszcz, Poland.

Period: 280 (start on 07 Dec. 2026)

Deadline: 30 Oct. 2026

Duties/Roles:

Knowledge management

- Maintains a knowledge management database;
- Contributes to the definition of policies, standards, and guidelines for knowledge management;
- Maintains and implements information handling procedures;
- Leverages knowledge of a specialism to capture and classify content, taking expert advice when required.

Learning coordinator

- Acts as learning coordinator within the OE;
- Books and organises learning activities within the OE;
- Updates and controls training records, including attainment of certificates and accreditations.

Business administration

- Assists the team/manager in ensuring they have the information needed to support ongoing team processes;
- Assists in planning for meetings;
- Sets up and provides detailed guidance on software, procedures, processes, tools and techniques for administration and workplace productivity;
- Liaises and organises across functions;
- Updates and maintains office policies and procedures.

E-Mail Software

- Selects appropriate e-mail functions such as in-box, mail sent, drafts, trash, etc., to retrieve and store mail;
- Follows proper procedures and conventions to retrieve, create, send and store mail in accordance with organizational regulations;
- Explains the use of features including address books, distribution lists, and bulletin boards.

Office Administration

- Manages in-processing and out-processing procedures for arriving and departing personnel;
- Assists in developing administrative process flow to and from other functions and departments (Task Tracker – TT+);
- Coordinates preparation and distribution of standard reports (e.g. status or activity);
- Processes and documents requirements for equipment or staff requisitions;
- Performs all aspects of administrative support for a location or a department.

Skills, Knowledge, Experience Required:

Mandatory:

- The candidate must have a currently active NATO SECRET security clearance;
- Higher vocational training in a relevant discipline with 1-year post-related experience or a secondary educational qualification with 3-years post-related experience;
- Experience working in an office environment utilizing office management systems and procedures;
- Experience in problem solving and proven ability to be flexible when needed;
- Excellent written and verbal communication skills;
- Proven experience in effective time management and multi-tasking in an ever-changing environment;
- Extensive knowledge and experience (3+ years) in the use of Microsoft office automation packages (Word, Excel, PowerPoint and database applications);
- SharePoint design, admin and/or management training.

Required Level of Security Clearance:

NATO SECRET.