

Traineeship within the Executive Support

To support the Executive Support (primarily Senior Management) in reviewing and editing documents that are being sent to critical external and internal stakeholders, e.g. the Management Board and the Directorate Programme Board; to support the Quality Manager in performing other quality management functions. The Editor will be under the general supervision of the Quality Manager. This traineeship offers the successful candidate the opportunity of gaining valuable working experience in a European Institution. The profile required for this internship is:

Profile required

- University degree (at least Bachelor's degree);
- Native-level English speaker (written or spoken);
- Proven experience in editing and improving the English of documents to the native English speaker level without changing the meaning;
- Excellent organisational skills and proven ability to meet deadlines;
- Good general communication skills, flexibility and ability to multi-task;
- Good inter-personal skills and ability to work effectively with a colleagues in a multi-cultural environment;
- Supportive and helpful personality, with a co-operative and service oriented attitude;
- Ability to capture the main points of discussions in workshops and meetings and to assist in the preparation of related reports

Tasks

Under the supervision of the Quality Manager, the intern will support quality management activities, tasks include:

- To review and propose editorial changes in key documents ensuring that the intent of the author is still reflected in these documents;
- To support the Quality Manager in carrying out projects which are designed to improve efficiency and effectiveness in Frontex in close cooperation with line managers;
- The trainee may be given assignments elsewhere in the organization to enrich the training & in order to make a broader contribution to the Agency.
- To organise meetings and take care of other logistical tasks.

How to apply

In order to apply for this traineeship opportunity, please be so kind as to follow the instructions described on our webpage.

The deadline for sending applications is **30 May 2015 (23:59 o'clock, Warsaw time)**.

Time

The traineeship is expected to start on as soon as possible for the period of 6 months (initially).

Location

Headquarters in Warsaw, Poland.