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The International Tracing Service (ITS) is an archive and a center for the documentation of National Socialist persecution and the liberated survivors. From our holdings of more than thirty million documents, formerly persecuted persons and their families receive information about incarceration, forced labor and Allied postwar assistance. At the same time, the archive also serves as a resource for research and education on Nazi persecution and its aftermath. To accomplish these tasks, the ITS cooperates internationally with memorials, archives and research institutions. The ITS commemorates the victims of Nazi crimes and contributes to a culture of memory. In 2013, the original documents preserved in the archive became part of the UNESCO “Memory of the World” program.

ITS Bad Arolsen
Personal- und Sozialwesen
Große Allee 5-9
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The ITS is overseen by an International Commission made up of representatives from eleven member states: Belgium, France, Germany, Greece, Israel, Italy, Luxembourg, the Netherlands, Poland, the United States of America and the United Kingdom of Great Britain. The ITS is financed from the budget of the German federal government Commissioner for Culture and the Media (German abbreviation: BKM). The ITS’s institutional partner is the German Federal Archives.

At the earliest possible date, we are seeking to hire an

Assistant to the Director (m/f)

Who are we looking for?

We are looking for a proactive assistant to the ITS director – a person with organizational skills, a sure hand, an agile intellect and tact. Acting as a link between various senior managers and staff, you get straight to the point and assist with administrative and organizational matters. You are responsible for conducting the correspondence, preparing and following up on internal meetings, taking minutes on them, overseeing the completion of assigned tasks, organizing and coordinating appointments and making travel arrangements. You support the director in performing her duties vis-a-vis the supreme governing body of the ITS, the International Commission. You prepare information and evaluations for decision-making processes in the form of reports and statistics as well as PowerPoint presentations, and host guests and visitors. In short: you are responsible for assisting the director in strategic and operational matters and for organizing the daily business en passant. You act as a sort of interface between all organizational sections of the ITS. No position could be more exciting or interesting.





What skills are you expected to bring with you?

Having completed training as a commercial clerk, you already look back on more than ten years of professional practice, ideally in office management. It goes without saying that you are as familiar with modern means of communication as you are with MS Office applications. You are self-confident, express yourself well, and are friendly towards business partners, senior management staff and colleagues. Using your organizational skills, you support many important projects, in some cases taking charge of the project management yourself and participating in meetings whose contents you always treat confidentially. Working cooperatively in a team is as agreeable to you as carrying out tasks on your own, which you do independently and with strong motivation in addition to conducting the daily business. You have both feet firmly on the ground; you keep a clear head and stay on top of things even in stressful situations. Your strong points are: working independently, conceptually and pragmatically. You have strong editorial skills. You are communicative, a team player and service-oriented. When faced with new challenges, you are capable of finding creative solutions which, thanks to your flexibility and organizational skills, you reliably put into practice. You communicate fluently in German and English, orally and in writing. You are prepared to carry out duties outside the core working hours.



What can we offer you?

You're looking for an employer who will allow you to make long-term plans? We offer you a permanent post and a range of varied, exciting and interesting tasks you can perform independently in a dynamic international environment. Thanks to flat hierarchies, you can expect a non-bureaucratic organizational structure with short decision paths.

You will be remunerated according to the collective wage agreements for the staff of the stationing forces (TV AL II *) , salary bracket C-6.

If equally suited for the position, disabled candidates (m/f) will be given preference.

Did you recognize yourself in the above description?

If so, we should get to know each other. Please send your written application to the ITS, either by e-mail at Personalstelle@its-arolsen.org or by post. The application deadline is **January 27, 2019**.

If you have any queries regarding the position, do not hesitate to contact Ms. Floriane Azoulay, Director: floriane.azoulay@its-arolsen.org. In the case of questions regarding organizational aspects of the application procedure, please contact Ms. Hiltrud Bitter, Head of Human Resources at the ITS, by e-mail at hiltrud.bitter@its-arolsen.org.



ITS, Human Resources, Große Allee 5-9, 34454 Bad Arolsen

*) Please click for more information about the [TV AL II](#) collective wage agreements.