# **Office Assistant**

**CONTACT DETAILS**

*Please fill out the contact details below in order to facilitate communication.*

|  |  |
| --- | --- |
| **Name:**  | **Surname(s):**  |
| **Nationality/ies:**  | **Address:**  |
| **Email:**  | **Mobile:**  |
| **Gender:**  | **Mother Tongue/s:**  |

**SECTION 1: ELIGIBILITY**

*Please respond to each statement below with only a Yes or No entered in the third column.*

|  |  |  |
| --- | --- | --- |
| **ELIGIBILITY** | **STATEMENT** | **CONFIRM** |
| **Nationality:** | Be a national of an EU Member State or an EFTA state[[1]](#footnote-1); or have a work permit to work in Spain. |  |
| **Citizenship Obligations:** | I can provide a certificate of good conduct (confirming the absence of any criminal record).  |  |
| **Education:** | * High school diploma or equivalent
 |  |
| **Languages:** | * Written and spoken English (C1 level), any other European language is a plus.
 |  |
| **Sector & Operational experience:** | * Strong organizational and multitasking skills with the ability to prioritize tasks effectively;
* Proficiency in using office software (e.g., Microsoft Office Suite, Google Workspace);
 |  |

**SECTION 2: COVER LETTER**

*Describe specifically how your experience matches the skills defined in the job description for the* ***Office Assistant****. Use examples to illustrate your competencies. This should be no more than 2 pages.*

**SECTION 3: CURRICULUM VITAE**

*Please cut and paste your most recent CV limited to 3 pages.*

1. EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement. [↑](#footnote-ref-1)