

The Municipal Office of Baden-Baden (a district with approx. 55,000 inhabitants) is looking for a full-time permanent **administrator** to work within the Department for World Heritage and Urban Design. The successful candidate should start as soon as possible.

It is a combined full-time position, with half of the tasks assigned to the Department for World Heritage and Urban Design and half to the "The Great Spa Towns of Europe" (GSTE) Association.

#### **Your tasks for the Department for World Heritage and Urban Design:**

- Secretarial activities
- Central information and contact point for all questions related to the World Heritage Site and urban design from local citizens and from home and abroad
- Budgetary monitoring and management
- Participation in the preparation and implementation of projects and conferences
- Input to urban design and street furnishing projects
- Organisation of business trips (e.g. abroad)

#### **Your tasks for the "The Great Spa Towns of Europe" (GSTE) Association:**

- Secretarial activities
- Central information and contact point for domestic and foreign partners
- Support the internationally active Secretary General of GSTE in all organisational matters (preparation and follow-up of conferences, regular meetings and events)
- Close cooperation with all other functionaries as well as with all eleven component parts of the serial transnational World Heritage Site
- Assist with financial management of the Great Spas of Europe (including annual preparation of the international audit)

#### **Your profile:**

You should have:

- completed administrative training (specialising in state and municipal administration), first examination for employees or comparable qualification
- very good English language skills (the working language of the GSTE is English)
- at least two years of experience in secretarial management in the public sector
- experience of customer service, teamwork and intercultural competence

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- resource management, conscientiousness, flexibility
- resilience, ability and a willingness to learn
- Experience in the field of culture, heritage or cultural heritage as well as references in international correspondence are desired

**What we offer:**

The employment relationship is governed by the collective wage agreement for the public sector service in Germany (TVöD). The classification of the position is in remuneration group 8 TVöD.

We offer an exciting and varied job in a motivated, intercultural team that is committed to the World Heritage in Baden-Baden and the "Great Spa Towns of Europe", and a salary appropriate to the position.

In addition, the city of Baden-Baden offers a wide range of professional development and further qualification opportunities, individual working time models, company health management, an induction concept, the possibility of teleworking and a subsidy for annual or monthly tickets for public transport.

**At what time?:**

The position must be filled as soon as possible.

Interested applicants are requested to submit their application latest by 17.07.2022 using the following link:

<https://www.mein-check-in.de/wir-im-rathaus/position-256372>

Severely disabled persons with appropriate qualifications will be given priority.

In case of queries related to the advertised position, please contact Ms. Lisa Poetschki, World Heritage Coordinator and Head of the Department for World Heritage and Urban Design. You can reach her via email ([lisa.poetschki@baden-baden.de](mailto:lisa.poetschki@baden-baden.de)) and via telephone (+49 7221 93 2556).



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