



Space Applications Services – Logistics Support Assistant

Position

We are looking for a logistics support assistant to join our customer premises at ESA – ESEC in Redu (BE).

The ESA Education Office has the objective to use space as a theme to enhance the literacy of young people in science and technology and to motivate young Europeans to pursue a space related career. As part of it the ESA Academy is hosting onsite training events for students.

The office is based partially at the ESA-ESTEC Centre in The Netherlands, and partially at the ESA-ESEC Centre in Belgium. The position is located at ESA-ESEC.

Within Space Applications Services the position is in the Services Department, Training & Operations Team.

The candidate will mainly report to an on-site Line Manager and to the Space Applications Services Training & Operations Team Lead.

- Location: Redu, Belgium (ESA - ESEC Center)
- Start Date: January 2027

Tasks and Responsibilities

In assistance to the ESA Education Office team, the successful candidate will:

- Perform the full logistical organisation of onsite events, including the planning, coordination and execution of all activities required to ensure smooth operation before, during and after each training event.
- Organise venue arrangements, manage participant logistics, coordinate local services, and support all on-site operational needs associated with the training events.
- Oversee the processes for the financial sponsorship of participants to the onsite activities by liaising with the designated third-party service handling the participants' costs reimbursements.
- Deliver comprehensive support on site, ensuring that daily organisational tasks are performed efficiently.
- Interface with third parties, including external services and ESA Facility Management Services.

Skills and Experience

- An academic degree in Business, Administrative or related field (if relevant), with an additional professional

experience of 3 to 5 years.

- Experience with:
 - Event logistics and operational coordination, including travel, accommodation, catering, and onsite event support
 - Liaising with participants, trainers, vendors, facility management, and external service providers in an international environment
 - Budget preparation, cost monitoring, procurement support, and supplier negotiations
 - Managing visitor registration, access requests, room bookings, and participant logistics
 - Collecting feedback, preparing reports, and supporting continuous process improvement
- Strong organisational, administrative, and multitasking skills with the ability to manage multiple activities simultaneously
- Proficiency with MS Office 365 and online collaboration tools; experience with databases, LMS, and content management systems is an asset
- Excellent English communication, stakeholder management, customer service, and problem-solving skills.
- Excellent written and spoken French is an asset.

Our Offer

- Working within an exceptional sector with Staff located in Belgium, Germany and the Netherlands
- A professional and modern working environment with motivated Administrative Staff, Engineers, Astronaut Training Instructors and Scientists coming from all different horizons and countries with a common passion for space and their own expertise
- A full-time position with an indefinite contract of employment
- A competitive remuneration package and good working conditions
- Working from home in part can be a possibility
- An individualised training and development programmes.