Management Assistant – Milestone Institute

Budapest, Wesselényi utca 17. · Full-time (40 hours/week) · Start: as soon as possible

About us

Since 2010, Milestone Institute has helped Hungary's most ambitious secondary school students reach the world's leading universities, from Oxford and Cambridge to the Ivy League. Behind the programmes is a small leadership team that keeps a growing academic institution running smoothly, and we are looking for someone to help them do that.

The role

As Management Assistant, you will be the person who keeps the leadership team organised. You will report to the Director of Academic Studies and work closely with the whole leadership team, making sure meetings are well prepared, decisions are followed through, and information gets to the right people at the right time.

What you'll do

- Prepare leadership meetings: agendas, background materials, minutes and follow-up actions
- Keep track of selected projects and initiatives, and make sure the people involved are in step
- Support the management team in their day-to-day work and coordinate specific projects
- Coordinate recurring planning and reporting cycles across the academic year
- Gather, organise and share the documents, reports, presentations and data the team needs to make decisions
- Handle incoming internal requests: prioritise them, route them to the right person and follow them up
- Keep institutional records accurate, accessible and properly handled

Who we're looking for

- You are highly organised, reliable and pay close attention to detail
- You notice problems early and sort them out before they become bigger issues
- You are comfortable working with several people and priorities at once
- You handle confidential information with discretion
- You communicate clearly in Hungarian and English, both in writing and in person
- Experience in an assistant, coordinator or administrative role is an advantage; experience in an educational setting even more so

What we offer

- A central role close to the leadership of a well-known, mission-driven educational institution
- Full-time employment, working hours 9:30–18:00 with a 30-minute lunch break, at our office in central Budapest
- Salary range: HUF 700,000 – 750,000 gross per month, depending on experience

How to apply

Please apply through the form on our website (milestone-institute.org/en/work-with-us), with your CV and a short cover letter. We review applications on a rolling basis, so we encourage you to apply as soon as possible.