



# UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

*Association internationale sans but lucratif*

*International non-profit organisation*

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## **Administrative Officer for UEMS Specialist Bodies**

**Are you interested in working for a European organization? Are you passionate about the medical sector and patient treatment and safety?**

The European Union of Medical Specialists (UEMS) is a non-governmental organization representing more than 1.6 million medical specialist doctors in Europe and beyond. The UEMS primary function is the support and political defence of the medical profession at European level. The UEMS, through its specialty-based medical divisions (specialist bodies), strives to improve medical specialist training in Europe and seeks to improve the quality of care for European citizens.

### **Why join the UEMS?**

This is an opportunity to join one of the largest medical organisations in Europe. The activities of the UEMS are varied: establishment of training requirements for medical specialists, organisation of medical examinations for specialist doctors (mark of excellence), accreditation of activities encouraging the continuing medical education of specialist doctors in Europe and worldwide, accreditation of medical centres...

The EACCME is looking for an **Administrative Officer for its Specialist Bodies** to support its growing activities. The successful candidate will work within a highly motivated team under the supervision of the UEMS CEO.

The UEMS office is located Rue de l'Industrie 24, 1040 Brussels in the Brussels European headquarters.

### **Main responsibilities:**

#### **1. Administrative support**

- Provide administrative support to the UEMS specialist bodies,
- Organize, prepare and support meetings/events (in Belgium or abroad) for the various UEMS specialist bodies (before, during and after including follow-up of attendees, agenda, minutes...),
- Manage the specialist bodies' websites (<https://www.uems.eu/about-us/medical-specialties>),
- Potentially set-up and follow up applications for examinations (including attendance, results, ...),
- Potentially organize on-site or online examinations.

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## 2. Office assistance

Next to that, you will be responsible for the UEMS office assistance where you

- Are in contact with suppliers (i.e. telephone companies, insurances, IT, ...) and external partners,
- Organize meetings and manage events (booking of meeting rooms, catering, ...).
- Work collaboratively with other departments to help solve clerical issues.

### **The successful candidate will have the following:**

- A degree in administrative/secretarial studies or equivalent professional experience,
- Good level of both written and spoken English and French,
- Proficiency in Microsoft Office (Excel, Word, Outlook, PowerPoint); proficiency in Odo applications is a plus,
- Attention to quality and detail,
- Ability to multi-task,
- Problem-solving approach,
- Strong interpersonal skills, a positive attitude and service orientation,
- Be able to work under pressure, to respect deadlines and to deal with complex issues,
- Be a team-player able to work within a small but highly committed team,
- Willingness to travel.

### **The UEMS is offering:**

- A full-time contract of employment for an indefinite period (CDI), preceded by a 3-month contract,
- An enriching and challenging function in a dynamic and motivating environment,
- 50% office presence, 50% home-working,
- Benefits such as meal vouchers, public transport allowance, extra-legal holiday, holiday allowance, end of year bonus, complete DKV insurance (hospitalisation, dental and ambulatory insurance) and a home-office allowance.

**Starting date:** as soon as possible. Training will be provided.

**The UEMS is committed to promoting equality and diversity.**

Please send your application by email to Ms N. Paulus, EACCME Coordinator, [nathalie@uems.eu](mailto:nathalie@uems.eu) and to Mr B. Daval, CEO, [ceo@uems.eu](mailto:ceo@uems.eu) (mention “JOB APPLICATION” in subject line). Interviews will be held on an ongoing basis. We therefore strongly advise candidates to apply as soon as possible. Only shortlisted candidates will be contacted. The application should include the following documents:

1. A letter of motivation
2. A curriculum vitae