



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
Brussels

The European Union of Medical Specialists (UEMS) is an organisation of European medical associations representing medical specialists and whose primary function is the support of the medical profession at European level.

To be able to meet the important growth in our activities, we are looking for a Secretary and administrative Officer to assist with the administrative tasks of the Secretariat.

Under the supervision of the CEO, holder of this position will be required to :

- Attend meetings, take minutes and keep notes;
- Maintain database up-to-date
- Book room and conference facilities
- Produce correspondence and documents
- Maintain presentations, records, spreadsheets and databases
- Use a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access.
- Use content management systems to maintain and update websites and internal databases;
- Liaise with staff in other departments and with external contacts;
- Order and maintaining stationery and equipment;
- Sort and distribute incoming post and organise and send outgoing post;
- Book travel and accommodation;
- Organize and store paperwork, documents and computer-based information;
- Perform the necessary administrative tasks in relation with the function (mailing, filing, archiving).

Ideal candidates should:

- Have a Degree in Administrative management or equivalent
- 2 years of experience in relevant field is an asset but motivated beginners can apply
- Have an excellent command of French and English (spoken & written)
- Be reliable, efficient and motivated
- Have good organisational and interpersonal skills
- Be computer literate (Excel , Word, Outlook, PowerPoint and an accounting program)
- Be a teamplayer able to work within a small but highly committed team.

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The UEMS is offering :

- A half-time contract of employment for a definite period (CDD) possibly leading to a full-time contract for an indefinite period (CDI)
- A rigorous but enriching and challenging function in a dynamic and motivated environment
- An opportunity to gain experience in international accounting management in a European professional organization.

Contact :

Candidates should send their CV and cover letter to :

Mme B. Reychler

Managing Director

Rue de l'Industrie, 24

BE - 1040 Brussels

E-mail : director@uems.eu