



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

Association internationale sans but lucratif

International non-profit organisation

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Administrative and Financial Assistant

The European Union of Medical Specialists (UEMS – www.uems.eu) is an organisation of 41 European medical associations representing more than 43 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 an Administrative and Financial Officer to assist with the administrative tasks of the office.

Your responsibilities will be to:

- Coordinate daily financial tasks
- Control the financial documents
- Process supplier invoices, credit notes and contributions letters
- Compile documents in order to clean up the accounts, reconcile the credit card statements and travel expenses
- Maintain the different database up-to date in order to keep a digital record of all the financial transactions, supplier information and office expenses
- Perform data entry in Bob / Odoo
- Responsible for administrative tasks such as scheduling meetings, answering phones, handling requests, and managing correspondence
- Assist with the implementation/upgrade of new procedure

Ideal candidates should:

- Have a Degree in administrative/accounting studies or equivalent professional experience
- Have 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, motivated, versatile and solution oriented
- Have good organisational and interpersonal skills
- Be able to work under pressure

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- Have expert skills in MS Office (Excel, Word, Outlook, PowerPoint)
- Be a team-player able to work within a small but highly committed and friendly team.

What can the UEMS offer you?

- A full-time contract for a 6-month period possibly leading to a permanent contract
- A rigorous, enriching and challenging function in a dynamic and motivated environment
- Opportunity to work in an international and friendly environment
- A salary set in accordance to relevant experience and background.
- Additional benefits such as meal vouchers, extra-legal holidays, end of year bonus, hospitalisation insurance and group insurance, allowances for transportation and teleworking)

Applications:

Candidates should send their CV and cover letter to Mr. B. Daval, CEO, ceo@uems.eu and to Mr. M. Sartori, Administrative and Financial Manager, administration@uems.eu.