



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

Association internationale sans but lucratif

International non-profit organisation

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Office and Administrative Officer

The European Union of Medical Specialists (UEMS – www.uems.eu) is an organisation of 41 European medical associations representing more than 40 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.

1. Secretarial Support:

- Provide administrative support to Medical Specialist Sections and other bodies (organising meetings, taking minutes...)
- Carry out administrative tasks to support the CEO
- Support in the organisation of external events (Council in October)
- Responsible of general administrative support (mails, emails, calls, file management...)

2. DME (Building) facilities Management:

- Support, organise and coordinate meetings (weekly meetings, Council in April, after-works...)
- Responsible of the facility services (telephony, contracts of insurances, maintenance and reparation, computers, coordination of internal moves)
- Manage office equipment, supplies and update the inventory in order to maintain a comfortable working environment (welcoming new joiners...)
- Bring new ideas to maintain/develop a pleasant working environment

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Ideal candidates should:

- Have a Degree in administrative 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 enthusiastic and positive-minded
- Have a talent in organising meetings
- Have good organisational and interpersonal skills
- Be able to work under pressure
- 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 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.