



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

Association internationale sans but lucratif

International non-profit organisation

RUE DE L'INDUSTRIE, 24
BE- 1040 BRUSSELS

T +32 2 649 51 64

www.uems.eu

info@uems.eu

Administrative Officer for UEMS Specialist Bodies

About the UEMS

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.

The UEMS is supported by its Secretariat in Brussels and is seeking to recruit an **Administrative Officer for UEMS Specialist Bodies** to join its highly motivated team.

Your responsibilities will be to:

1. Administrative tasks

- Set-up and follow up of exam applications, attendance and results
- Follow-up the payment of exam fees, bookkeeping for section and divisions
- Support the candidates or examiners on application process, invitation letters, survey post exam, certificates
- Follow-up on candidates' and examiners' attending to exams and results
- Organise meetings for sections or divisions (before, during and after including follow-up of attendees, agenda, taking minutes)

2. Communication

- Update the website (new exams, new workshop, etc)
- Support on organising on-site and online exams
- Advertise for the section and its divisions on social media regarding the exams and workshops
- Create other communication materials to advertise on activities on congresses



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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
- Have an excellent command of French and English (spoken & written)
- Be enthusiastic and positive-minded
- Have an excellent organisational, interpersonal skills and attention to details
- Be able to work under pressure and manage a varied workload within tight deadlines
- Have expert skills in MS Office (Excel, Word, Outlook, PowerPoint)
- Be able to learn quickly
- Be willing to travel

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.