Administrative Officer – BRUSSELS

The European Union of Medical Specialists (UEMS – www.uems.eu) 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 an Administrative Officer to assist with the administrative tasks of the Office. Under the supervision of the CEO, holder of this position will be required to:

- Business Centre management
- Keep a database up to date
- Attend and organize meetings, take minutes and keep notes
- Perform administrative tasks in relation with accounting (mailing, filing, archiving)
- Follow-up of sales invoices and payments
- Use a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, etc.

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 reliable, efficient, motivated, versatile and solution oriented
- 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.

The UEMS is offering:

- A full-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
- Opportunity to work in an international and friendly environment

Contact:
Candidates should send their CV and cover letter to Ms B. Reycher, Managing Director at: director@uems.eu, and to Mr B. Daval, CEO, ceo@uems.eu, before January 31st 2020.