



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

Association internationale sans but lucratif

International non-profit organisation

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EACCME 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 its activities, the UEMS is seeking an administrative assistant to help out current office staff in daily administrative tasks, mainly regarding the accreditation of CME activities aimed at doctors (EACCME).

Main responsibilities :

- Provide assistance to EACCME Coordinator and possibly other staff members
- Contribute to the everyday activities
- Screening telephone calls
- Dealing with written enquiries through providing written and verbal answers and/or dispatching appropriately
- Assisting in the following up of applications submitted on the EACCME web-application (www.eaccme.eu)
- Liaising with customers and reviewers appropriately and coordinating with the EACCME Coordinator and other staff members when needed
- Additional duties might also include managing archives, filing and encoding

Ideal candidates should :

- Have a Degree in administrative studies or equivalent professional experience
- Have an excellent command of French, English (spoken & written); Spanish a plus
- Have expert skills in MS Office (Excel, Word, Outlook, PowerPoint)
- Be willing and able to learn new software applications
- Be able to work under pressure (deadlines to respect) and to deal with complex issues
- Be reliable, efficient, accurate, motivated, versatile and solution oriented
- Have good organisational and interpersonal skills
- Be able to work under pressure (deadlines to respect) and to deal with complex issues
- Be a team-player able to work within a small but highly committed and friendly team

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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 :

Expected starting date is scheduled as soon as possible. Candidates should send their CV and cover letter to Ms B. Reychler, Managing Director at: director@uems.eu, and to Mr B. Daval, CEO, ceo@uems.eu.