

The European Patients' Forum (EPF)
is looking for a highly-organised and proactive

Team Assistant

to join its Secretariat as soon as possible/early Autumn

Interviews will take place on a rolling basis and the position can be filled as soon as possible

Full time position/ part-time 80% also considered

Open-ended contract

Background Information

The European Patients' Forum (EPF) was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU.

EPF currently represents 73 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients affected by various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic and/or lifelong conditions in the EU have access to high quality, patient-centred equitable health and social care.

The EPF strategic goals focus on areas such as health literacy, healthcare design and delivery, patient involvement, patient empowerment, sustainable patients' organisations and non-discrimination.

More information: www.eu-patient.eu

Job Description

Job title: Team Assistant

Starting date: As soon as possible/ early Autumn

Reports to: Office Coordinator

Location: 180 Chaussée d'Etterbeek 1040, Brussels, Belgium

Purpose of the role

The Team Assistant will be responsible for the day-to-day support of the European Patients' Forum, as well as assisting in office management and administrative tasks.

Key Tasks

- Supporting team members in their projects;
- Conducting administrative tasks, including filing, scanning and processing of expenses;
- Supporting with presentations and content related tasks on an ad-hoc basis;
- Acting as the first contact point for any internal or external queries on aspects related to the EPF secretariat;
- Meeting and greeting visitors;
- Distributing and sending of post and couriered material;
- Ordering office supplies and taxis;
- Contributing to a healthy and positive office environment.

Dimensions and Key interfaces

Team size: 17

Direct Report: 1 (Office Coordinator)

Key Interfaces (internal)

- Secretary General;
- All team members.

Key Interfaces (external)

- EPF President and Officers;
- EPF Board;
- EPF Member organisations;
- EPF suppliers.

Profile of the candidate

ESSENTIAL

- Proven experience in office and information management (at least 1 year);
- Interest in working within an NGO environment;
- Fluent spoken and written English and working knowledge of French or Dutch;
- Excellent Word (including formatting) and PowerPoint skills
- Excellent time management skills and ability to multi-task and prioritise work;
- Strong organisational and planning skills in a fast-paced environment;
- Attention to detail and can-do attitude.

PERSONAL QUALITIES AND ATTRIBUTES

- Commitment to the vision and the mission of the European Patients' Forum;
- Excellent interpersonal skills and ability to work as part of a team;
- Reliability and discretion;
- Positive and upbeat approach.

WE OFFER

- An opportunity to work in a friendly, dynamic and multi-cultural team, in an international environment;
- A monthly gross salary of between 1750 and 1860 euros/month depending on experience, coupled with various benefits (lunch vouchers (8 euros/day), annual bonus, transportation costs within Brussels region, health care (hospitalisation and ambulatory care) and pension insurance).

TO APPLY

Interested? Please submit, only via email (mail subject: "Application for the position of Team Assistant"), a cover letter and a CV in English, as well two references to: recruitment@eu-patient.eu. The selected candidate should be prepared to start as soon as possible or by early autumn.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/>. We will treat your data with the utmost care and take all appropriate steps to protect it.