|  |
| --- |
| **The European Patients’ Forum (EPF)**  is looking for a  **Admin Assistant**  To join the secretariat as soon as possible.  For full job description and how to apply see below  Deadline for applications: 9 December 2016 |

EPF is the umbrella organisation of pan-European patient organisations active in the field of European public health and health advocacy.

EPF was founded in 2003 to become the collective patients’ voice at EU level, manifesting the solidarity power and unity of the EU patients’ movement. EPF currently represent 64 patient organisations, which are chronic disease-specific patient organisations operating at EU level, and national coalitions of patient organisations.

EPF’s vision is high quality, patient-centred, equitable healthcare for all patients throughout the European Union.

EPF facilitates exchange of good practice and challenging of bad practice on patients’ rights, equitable access to treatment and care, and health-related quality of life between patient organisations at European and at Member State level.

For more information please visit our website [www.eu-patient.eu](http://www.eu-patient.eu).

**Job Title:** Admin Assistant  
**Start date:** as soon as possible  
**Location:** Brussels, Belgium  
**Reporting lines**: reporting to Office and Events Manager

**Deadline for application**: 9 December 2016

**Interview:** 13-15 and 16 December 2016

**Job Description**

EPF is looking for an assistant to support the Office and Events Manager in the management of the office and EPF events and meetings.

**Main Tasks and Responsibilities:**

Office Management support under the supervision of the office & events manager:

* Order office supplies;
* Manage the meeting rooms and related conference call technology;
* Information management:
  + Manage EPF documents both electronically and in paper in line with EPF procedures;
  + Manage the email address Info@;
  + Process incoming mail.

Event and meeting organisation under the supervision of the office & events manager:

* Organisation of EPF meetings:
  + Sending invitations;
  + managing registrations;
  + organising meeting room, accommodation and travel;
  + Process reimbursement forms from participants.
* Organisation of EPF events:
  + Support in the developement of material for EPF events (invitation, policy of reimbursement, registration forms; working documents);
  + Manage registrations and participations (registrations, approval and breifing, travel, accommodation, special needs);
  + Process reimbursement forms from participants.

**Profile of the candidate**

**Required:**

* 1 year experience in secretarial support and organisation of events;
* Strong attention to detail;
* Strong planning and organisational skills;
* Fluent spoken and written English and French. Any good knowledge of an additional EU langage is an asset;
* Ability to anticipate and meet the needs of participants who are patients;
* Excellent computer skills and proficient in excel, word, outlook, and database tools;
* Demonstrable commitment to the vision and the mission of the European Patients’ Forum;
* Excellent communication skills both verbal and written;
* Excellent interpersonal skills and ability to work as part of a team;
* Empathy to peers.

**Desirable:**

* experience of NGO work within the field of healthcare;
* Understanding of IT tools and network;
* Ability to anticipate and meet the needs of participants who are patients.

**Additional information**

The candidates selected for an interview will be required to complete a written task prior to the interview meeting and a short exercise during the interview.

**We offer**

* Part time position (70%) giving the opportunity to integrate a young, dynamic and multi-cultural team in European environment.
* Salary package including benefits: lunch vouchers, health care insurance (hospitalisation and ambulatory care) and pension insurance.

**To apply**

Qualified candidates should submit, only via email (mail subject: “Application for Assistant”), a cover letter convincing me in one paragraph that you are the ideal candidate and a CV in English to: [veronique.tarasovici@eu-patient.eu](mailto:veronique.tarasovici@eu-patient.eu) by 9 December 2016 at the latest. Candidature which do not respect of this will automatically rejected.

The selected candidate should be prepared to start as soon as possible.

EPF aims to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

**Although only short-listed candidates will be contacted, we thank all applicants for their interest.**