

The European Patients' Forum (EPF)

is looking for a

Administrative Assistant to Policy and programme team

To join the secretariat end November 2014.
For full job description and how to apply see below.
Deadline to apply: 12 November

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.

Job Title: Administrative Assistant to Policy and Programme Team

Start date: End November 2014

Location: Brussels, Belgium

Reporting lines: reporting to Senior Policy Advisor and Programme Manager

Deadline for application: 12 November

Job Description

Main Tasks and Responsibilities:

- Answering and filtering phone calls (taking messages for the team);
- Editing, proofreading and layout of documents;
- Preparation of PowerPoint presentations for the team;
- Drafting and compiling of various administrative Policy and Projects documents;
- Desk research, e.g. compiling information from internet searches;
- Organisation of internal and external meetings by the policy and project team (date, logistics, invitation, technical support (web and teleconference)) in line with internal procedures;

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- Taking minutes of project- and policy-related meetings;
- Support in evaluating EPF meetings (preparation and analysis of evaluation forms);
- Travel and hotel arrangements in line with internal procedures, processing expense claims for the team;
- Filing (printed and electronic) of key documents including projects' core documents and supporting documents (for reporting and audit purposes);
- Updating Policy and Project contacts in EPF database;
- Liaising with providers for services linked to activities internal to the project and policy team contracts, reimbursements, payments (e.g. hotels, consultants, etc.)
- Ad-hoc support for other type of tasks may occasionally be needed.

Profile of the candidate

Position requiring:

- Graduate in secretariat
- 1-2 years' experience
- Native level of English
- The knowledge of a second EU language is an asset
- Computer literate
- Excellent organisational skills, strong time management skills
- Attention to details
- Service oriented
- Pro-active
- Dedicated to EPF goals and mission

We offer

- Full time position giving the opportunity to integrate in a young, dynamic and multi-cultural team in European environment.
- Salary depending on background. Benefit package including lunch vouchers, health care insurance (hospitalisation and ambulatory care) and pension insurance.

Motivation letter and CV in English can be sent to Veronique.tarasovici@eu-patient.eu.

Subject of the e-mail: Application to Administrative assistant.

The selected candidate should be prepared to start end of November.