

**The European Patients' Forum (EPF)  
is looking for a**

**Part- Time Office Manager  
to join the secretariat starting early March 2010.**

**For full job description and how to apply see below**

***Deadline for applications: 19 February 2010***

**To coordinate the EPF office by setting up and managing appropriate processes, procedures and systems to facilitate and enhance the overall effectiveness of the secretariat.**

**1. EPF office**

- ✓ manage incoming correspondence and the overall office diary
- ✓ oversee the liaison with external suppliers and contractors, including obtaining quotations
- ✓ Manage and refine current filing and archive systems
- ✓ Respond to general enquiries and signpost callers to the right colleague in EPF

**2. Support for the organization of EPF AGM board meetings and internal staff and working group meetings**

- ✓ In consultation with the EPF Director and relevant staff, management of the logistical aspects of events and follow-up of EPF AGM, board meetings, internal staff and working group meetings and advocacy seminars

- ✓ Take notes at meetings on request

### **3. President and Director's Diary**

- ✓ Help to organise the EPF President's diary and engagements in relation to commitments with EPF
- ✓ Help to organise the EPF Director's diary and engagements

### **4. Staff Support**

- ✓ To arrange travel and accommodation for colleagues on request
- ✓ Support relevant staff members in the recruitment process

### **5. Financial Support**

- ✓ prepare e-banking transactions and liaise with the EPF accountant regarding invoices and financial documentation
- ✓ Keep a track record of entries

## **Profile**

### **Essential**

- ✓ 2 years previous experience in managing a small office
- ✓ Fluent in English and good knowledge of French
- ✓ Ability to work in a team environment
- ✓ Ability to work effectively under pressure
- ✓ Computer literate and familiarity with Microsoft word, excel and powerpoint

- ✓ Understanding of the aims and values of the European Patients' Forum

### **Desirable**

- ✓ Knowledge of working in an NGO environment
- ✓ Knowledge of working in an EU context

### **To apply**

Qualified candidates should submit, preferably via email (object: application for Office Manager Position), a cover letter and CV (in English) to: mail to: [valentina.strammiello@eu-patient.eu](mailto:valentina.strammiello@eu-patient.eu).

The closing date for applications is Friday **19 February 2010**. Interviews are foreseen on **25 February**. The selected candidate should be prepared to start in March 2010.

**We thank all applicants for their interest but only short-listed candidates will be contacted.**

