

JOB DESCRIPTION

JOB TITLE	SIOPE Europe Society Administrator
JOB LEVEL	Administrator
DEPARTMENT	SIOPE Europe (SIOPE) – European Society for Paediatric Oncology

JOB OBJECTIVE	<ul style="list-style-type: none"> To provide administrative support in the management of the SIOPE office, mainly but not exclusively for membership and event logistics (full-time position).
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> Main tasks will include: <ul style="list-style-type: none"> Day-to-day running of the SIOPE office secretariat, including <ul style="list-style-type: none"> Administering incoming calls, e-mails and mails; Main contact person for answering general queries; Provide administrative support for the practical arrangements of meetings, including organizing travel, accommodation, catering, venue, minute-taking and compiling supporting papers; Maintain database of key contacts. Membership: <ul style="list-style-type: none"> Answer enquiries regarding membership; Maintain and follow-up on membership invoices and renewals; Liaise with the national member societies regarding membership lists; Maintain the membership database; Organizational support for events: <ul style="list-style-type: none"> Assist in the logistics of the event including registration, travel, accommodation, venue and catering; Attend events as appropriate, including paediatric oncology-related meetings and conferences as well as EU policy and networking-related events
DESCRIPTIONS OF THE RELATIONSHIPS	<ul style="list-style-type: none"> Reporting to the SIOPE CEO



SIOPE Europe
the European Society for Paediatric Oncology

<p>SKILL SPECIFICATIONS</p>	<ul style="list-style-type: none"> • Strong organisational, administrative and communication skills • Computer skills, including good knowledge of MS Office, Internet and email technologies • Proactive attitude • Fluency in spoken and written English (other European languages would be an asset) • Ability to take initiative and think creatively • Ability to function efficiently in a multi-task work environment and prioritise • Ability to work independently as well as in a team
<p>PROFILE & EXPERIENCE</p>	<ul style="list-style-type: none"> • At least 2 years experience in office and administration • Service mind-set • Multi-task oriented • Capacity to interact and build relations with a multi-cultural members/stakeholder/staff environment • Detail-minded and well-organised • Willing to travel on a limited scale • Experience in financing (follow up of invoicing), web-based communications, marketing and/ or event management is an asset
<p>EXTRA INFORMATION</p>	<p>Please email your CV and motivation letter to Mrs. Samira Essiaf by Email: samira.essiaf@siope.eu</p> <p>Deadline: 18 November 2019</p>
<p>CREATED ON</p>	<p>30 October 2019</p>