
Administrative Assistant (m/f)

The European Cystic Fibrosis Society Patient Registry and Cystic Fibrosis Europe are looking for one full-time administrative Assistant (1 FTE), or two part-time administrative Assistants (0,5 FTE).

The European Cystic Fibrosis Society (ECFS) is an international community of scientific and clinical professionals committed to improving survival and quality of life for people with cystic fibrosis (CF) by promoting high quality research, education and care. As part of the ECFS the Patient Registry collects data from people with CF in Europe, to deepen the knowledge of the disease, encourage new standards of care, provide data for epidemiological research and facilitate public health-planning. The Registry's database contains demographic and clinical data on over 50,000 patients from 39 countries in Europe (www.ecfs.eu/ecfspr).

CF Europe is the European federation of national and regional patient organisations from 39 countries. Representing the people with CF and their families, CF Europe advocates for access to optimal care and patient centered research, and lobbies with relevant stakeholders to improve the health and life of the people with CF (www.cf-europe.eu/).

The Registry and CF Europe are recruiting a competent administrative Assistant to support with the organisation and running of the daily administrative operations in an international setting. In a full-time position the Assistant will work 50% for the Registry in close collaboration with the Registry Coordinator, and 50% for CF Europe together with the CEO in Brussels. If it concerns a part-time position, the Assistant will work 50% for either one of the organisations.

What will you do?

- Carry out administrative tasks, such as preparation and editing of emails, reports, invoices, presentations, applications for funding;
- Assist in the practical arrangements of international meetings and travel;
- Attend meetings and take notes;
- Maintain the online filing systems and the office databases;
- Support communication for website, social media, and newsletters;
- Provide general administrative support.

What is your profile?

- Bachelor degree in Office management;
- Work experience in administrative position(s) and preferably some experience in an international environment;
- Fluent in English (written and spoken);
- Strong administrative skills;
- Excellent computer skills (MS Office);
- Organised and flexible;
- Attention for detail and a service minded attitude;
- Able to work independently on routine tasks;
- Some experience in organising meetings is an asset;
- Willing to travel approximately two times per year (January and June) for some days.

What do we offer?

- A full-time (or part-time) contract for one year with the possibility to prolong;
- The opportunity to work within small, motivated, and professional teams in an international environment.

How to apply?

Send your motivation letter and curriculum vitae to hilde.dekeyser@cf-europe.eu before 2 May 2022.