

## JOB DESCRIPTION

JOB TITLE	ACCELERATE Administrator
JOB LEVEL	Administrator
DEPARTMENT	ACCELERATE – Innovation in drug development for children and adolescents with cancer  Workplace: Brussels

THE ORGANISATION	ACCELERATE International Multi-stakeholder organisation provides a transparent forum to discuss and address, in a timely fashion, overarching issues in the development of innovative anticancer medicines for children and adolescents with cancer. The ultimate goal is improvement in outcomes for children and adolescents with cancer. Patients and parents organisations, academic paediatric oncologists and haematologists, researchers, representatives from biopharma companies, regulatory networks and health technology assessment authorities are all equal members of ACCELERATE.
JOB OBJECTIVE	ACCELERATE is looking for a dynamic, skillful and autonomous Administrator, in charge with the daily office management and involved in communication and event management activities of the platform. 1-year contract, renewable
MAIN RESPONSIBILITIES	<p>Main tasks will include:</p> <ol style="list-style-type: none"> <li>1. Day-to-day running of the ACCELERATE office secretariat, including <ul style="list-style-type: none"> <li>○ Administering incoming calls, e-mails and mails;</li> <li>○ Main contact person for answering general queries;</li> <li>○ Provide administrative support for the practical arrangements of meetings, including organizing travel, accommodation, catering, venue, minute-taking and compiling supporting papers;</li> <li>○ Update database of contacts regularly.</li> </ul> </li> <li>2. Organizational support for events: <ul style="list-style-type: none"> <li>○ Assist in the logistics of the event including registration, travel, accommodation, venue and catering;</li> <li>○ Attend events as appropriate and provide logistics support</li> </ul> </li> <li>3. Communication <ul style="list-style-type: none"> <li>○ Support to Communication Coordinator in development of ACCELERATE publications and any other communication tools</li> <li>○ Support to Communication Coordinator in managing Social Media accounts</li> </ul> </li> </ol>
SKILL SPECIFICATIONS	<ul style="list-style-type: none"> <li>• Strong organisational, administrative and communication skills</li> <li>• Computer skills, including good knowledge of MS Office, Internet and email technologies. Knowledge of other IT tools (Zoom, Doodle, Slido, WordPress,</li> </ul>

	<p>Duda...) is an asset</p> <ul style="list-style-type: none"> <li>• Proactive attitude</li> <li>• Fluency in spoken and written English (other European languages would be an asset)</li> <li>• Ability to take initiative and think creatively</li> <li>• Ability to function efficiently in a multi-task work environment and prioritise</li> <li>• Ability to work independently as well as in a team</li> <li>• Experience in financing (follow up of invoicing), web-based communications, marketing and/ or event management is an asset</li> </ul>
PROFILE & EXPERIENCE	<ul style="list-style-type: none"> <li>• At least 1 year experience in office and administration</li> <li>• Service mind-set</li> <li>• Multi-task oriented</li> <li>• Capacity to interact and build relations with a multi-cultural members/stakeholder/staff environment</li> <li>• Detail-minded and well-organised</li> <li>• Willing to travel on a limited scale</li> </ul>
DESCRIPTIONS OF THE RELATIONSHIPS	Reporting to the ACCELERATE Chair, CEO and Coordinator
EXTRA INFORMATION	<p>Please submit your CV and motivation letter to Mr. Andrea Demadonna by email to <a href="mailto:andrea.demadonna@accelerate-platform.org">andrea.demadonna@accelerate-platform.org</a></p> <p>Deadline: 14 November 2021</p>
CREATED ON	14 October
