

JOB DESCRIPTION

JOB TITLE	SIOP Europe Administrative and Event Assistant
JOB LEVEL	CIP Internship
DEPARTMENT	SIOP Europe Education and Congress Department

JOB ANNOUNCEMENT	<p>SIOP Europe is recruiting an Administrative and Event Assistant for a paid internship (M/F). This is an excellent opportunity to gain experience in all aspects of international event organisation as well as to gain skills in general administrative tasks mainly focusing on accounting. The internship is for a period of 6 months, under a remunerated BIS (Beroepsinlevingsstage)/CIP (Convention d’immersion professionnelle) contract.</p>
JOB OBJECTIVE	<p>The SIOP Europe Administrative and Event Assistant will provide support for the management of the SIOP Europe Educational Programmes and the Annual Meeting, including registrations, invoicing, logistics and on-site support, as well as provide administrative support to SIOP Europe with a focus on accounting tasks.</p>
MAIN RESPONSIBILITIES	<p>Main tasks will include:</p> <p>Educational Events and Annual Meeting:</p> <ul style="list-style-type: none"> • Provide support for the organisation of several Educational Events and the Annual Meeting. • Be the main contact person for answering and follow-up of general queries (calls, e-mails). • Assist in the logistics, including travel, accommodation, venue, social events and catering. • Process and follow-up of incoming applications and registrations. • Attend Educational Events and Annual Meeting (live and virtual) and provide on-site support. • Assist with other tasks as needed. <p>Financial:</p> <ul style="list-style-type: none"> • Process incoming invoices according to internal procedures. • Follow-up on invoicing-related queries, both internal and external.
DESCRIPTIONS OF THE RELATIONSHIPS	<p>Reporting to CEO and Education and Congress Manager</p>
SKILL SPECIFICATIONS	<ul style="list-style-type: none"> • Strong organisational, administrative and communication skills. • Fluent in spoken and written English (other European languages would be an asset). • Confident with Microsoft Office and Zoom. • Ability to multitask and solve problems. • Ability to work independently as well as in a team.

PROFILE & EXPERIENCE	<ul style="list-style-type: none">• Detail-oriented and organised.• Ability to be proactive, take initiative and think creatively.• Service minded and multitask oriented.• Capacity to interact and build relations in a multi-cultural environment.• Willing to travel on a limited scale.
EXTRA INFORMATION	<p>Please e-mail your CV and motivation letter to Ms. Anne Blondeel at edu@siope.eu</p> <p>Deadline: 14 October 2024</p>
CREATED ON	V1 27/08/2024