

ITCC Administrative Assistant

Paris/Villejuif, France (metro line 14)

ITCC is looking for a dynamic, organised, meticulous and self-motivated person to join its office. The selected candidate will help ITCC in a range of office tasks and will report to the ITCC Director of Operations.

ITCC is an academic European Consortium and a non-for profit organisation registered in France (www.itcc-consortium.org), whose mission is to promote the development of innovative therapies for children and adolescents with cancer. The network is composed of 68 paediatric oncology centres and 25 paediatric cancer research laboratories in 17 European Countries and Israel. ITCC collaborates with C17 in Canada and ANZCHOG in Australia. ITCC works closely with advocates who are deeply involved in the governance and activities of the network. ITCC works closely with pharmaceutical companies to evaluate their drugs in paediatric malignancies.

Main tasks will include:

Support to the Director of Operations

- Handle all types of administrative requests
- Plan meetings and take minutes
- Maintain contact lists
- Book travel arrangements
- Prepare invoices
- Assist in all the logistics aspects of events including registration, travel, accommodation, venue, catering and others
- Other administrative tasks on behalf of the Director of Operations as required.

Support to the Education and Training Committee

- Coordinate visio & F2F meetings and prepare reports
- Organise the Training Days and Nursing Days every two years
- Prepare documents within the scope of fellowship applications
- Other administrative tasks on behalf the Education and Training Committee as required.

Skill specifications, profile and experience

- Fluency in spoken and written English and French
- Proven professional experience in administrative or personal assistant roles
- Excellent organizational and time-management skills
- Adept at using a range of IT applications and software platforms including proficiency in MS office packages
- Ability to multi-task and work flexibly and adaptively
- Excellent attention to detail and commitment to quality
- Excellent interpersonal and relationship management skills
- Ideally interest in health and research

Description of the relationships

- Reporting to the ITCC Director of Operations

Please email your CV and motivation letter to hr@itcc-consortium.org

Deadline: **4th July 2025**