

JOB DESCRIPTION

JOB TITLE	Society Administrator
JOB LEVEL	Administrator
DEPARTMENT	SIOPE Europe (SIOPE) – European Society for Paediatric Oncology
LOCATION	Brussels, Belgium

JOB OBJECTIVE	To provide administrative support in the management of the SIOPE office, mainly but not exclusively, as well for membership, support the SIOPE Working Groups, events registration and logistics (full-time position).
MAIN RESPONSIBILITIES	<p>Main tasks will include:</p> <p>Day-to-day running of the SIOPE office secretariat, including:</p> <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, invoicing and compiling supporting papers ▪ Support & follow-up invoicing ▪ Maintain database of key contacts <p>Organizational support & Registrations for events:</p> <ul style="list-style-type: none"> ▪ Assist in the logistics of the event including registration, travel, accommodation, venue and catering ▪ Answer enquiries regarding registration of SIOPE Annual Meeting and follow-up ▪ Attend events as appropriate, including paediatric oncology-related meetings and conferences as well as EU policy and networking-related events <p>Membership & Support SIOPE Working Groups:</p> <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 ▪ Administrative support of the SIOPE Working Groups
DESCRIPTIONS OF THE RELATIONSHIPS	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 • 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>WE OFFER</p>	<p>Attractive salary, including several benefits such as: meal vouchers, pension plan, health insurance.</p>
<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: 9 December 2022</p>