

## JOB DESCRIPTION

JOB TITLE	SIOPE Europe Society Administrator
JOB LEVEL	Administrator
DEPARTMENT	SIOPE Europe (SIOPE) – European Society for Paediatric Oncology

JOB OBJECTIVE	To provide administrative support in the management of the SIOPE office, mainly but not exclusively as well the support of the SIOPE Clinical Trial Groups and support of events when needed (fulltime position).
MAIN RESPONSIBILITIES	<p><b>Main tasks will include:</b></p> <p>Day-to-day running of the SIOPE office secretariat, including</p> <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 and follow-up of Board Meetings and Annual General Assembly</li> <li>▪ Provide administrative support for the practical arrangements of meetings, including organizing travel, accommodation, catering, venue, minute-taking, invoicing and compiling supporting papers;</li> <li>▪ Support &amp; follow-up invoicing;</li> </ul> <p>Support SIOPE Europe Clinical Trial Groups</p> <ul style="list-style-type: none"> <li>▪ Administrative support of the SIOPE Europe Working Groups</li> </ul> <p>Organizational support &amp; Registrations of events:</p> <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, including paediatric oncology-related meetings and conferences as well as EU policy and networking-related events</li> </ul>
DESCRIPTIONS OF THE RELATIONSHIPS	Reporting to the SIOPE CEO

SKILL SPECIFICATIONS	<ul style="list-style-type: none"> <li>▪ Strong organisational, administrative and communication skills</li> <li>▪ Computer skills</li> <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> </ul>
PROFILE & EXPERIENCE	<ul style="list-style-type: none"> <li>▪ At least 2 years experience in office and administration</li> <li>▪ Service mind-set &amp; 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> <li>▪ Experience in financing (follow up of invoicing), web-based communications, marketing and/ or event management is an asset</li> </ul>
EXTRA INFORMATION	<p>Please email your CV and motivation letter to Mrs. Samira Essiaf by Email: <a href="mailto:samira.essiaf@siope.eu">samira.essiaf@siope.eu</a></p> <p>Deadline: 31July2023</p>
CREATED ON	19 June 2023