

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, coordinate the day-to-day operations of the society, and support other departments when needed (fulltime position).
MAIN RESPONSIBILITIES	<p>Main tasks will include:</p> <p>1. Office Secretariat Management</p> <ul style="list-style-type: none"> Administer day-to-day operations of the society's office secretariat, ensuring a smooth and efficient workflow. Manage incoming calls, emails, and mail, serving as the main contact person for general queries. Manage incoming post and other order deliveries. Oversee office supplies management, ensuring that necessary materials are stocked, and equipment is maintained. Coordinate with vendors and service providers for office maintenance, supplies, and materials. <p>2. Human Resources</p> <ul style="list-style-type: none"> Assist in basic HR functions, including maintaining staff records, managing contracts, and onboarding new employees. Coordinate with CEO as needed. <p>3. Accounting Support</p> <ul style="list-style-type: none"> Support with accounting regarding invoicing, maintaining accurate financial records and assist with financial audits. <p>4. Board, General Assembly, and CEO Support</p> <ul style="list-style-type: none"> Provide administrative support for the organization and follow-up of Board Meetings and the Annual General Assembly (including the preparation of meeting agendas, compiling supporting documents, and managing communications). Support the practical arrangements for meetings, including organizing travel, accommodation, catering, venue logistics, and minute-taking. Ensure that meetings are well-organized and follow up on action items post-meeting. Assist the CEO with administrative tasks, including calendar management, travel arrangements, and other correspondences. Prepare reports, presentations, and other materials as requested by the CEO.
DESCRIPTIONS OF THE RELATIONSHIPS	Reporting to the SIOPE CEO. This role requires strong working relationships with all other departments. The Society Administrator serves as a crucial link between administration and other departments, facilitating communication, coordinating activities, and ensuring that the society's operations run smoothly across all areas.

SKILL SPECIFICATIONS	<ul style="list-style-type: none"> ▪ Strong organisational, administrative and communication skills ▪ Computer skills (Microsoft Office, Teams, SharePoint, etc) ▪ Fluency in spoken and written English (other European languages would be an asset) ▪ Proficiency in French and Dutch is a strong 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
PROFILE & EXPERIENCE	<ul style="list-style-type: none"> ▪ At least 2-3 years' experience in office and administration ▪ Background in Finances/Accounting/HR and or Events highly desirable ▪ 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
EXTRA INFORMATION	<p>Please email your CV and motivation letter to Mrs. Samira Essiaf by Email: samira.essiaf@siope.eu</p> <p>Deadline: 14th October 2024</p>
IMPORTANT REMARK	<p><i>*SIOPE is an equal-opportunity employer and values diversity in its workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or any other characteristic protected by law.</i></p> <p><i>Job description created DD 10Sep24</i></p>