

Ref ADMINASST-2

## **Administrative Assistant**

The European AIDS Clinical Society (EACS) is a not-for-profit organisation whose mission is to promote excellence in standards of care, research and education in HIV infection and related co-infections, and to actively engage in the formulation of public health policy, with the aim of reducing HIV disease burden across Europe.

The EACS members are infectious diseases clinicians, virologists, immunologists, researchers, and healthcare professionals specialized in the management of HIV/AIDS and co-infections. ([www.eacsociety.org](http://www.eacsociety.org))

We are looking for an Administrative Assistant (m/f/x, part time) to provide support to the Executive Secretary. The position is available on 25 April 2022.

### **Job description**

The Administrative Assistant provides support to the Executive Secretary to ensure the efficient operation of the association.

### **Responsibilities**

- Organising and scheduling meetings/appointments
- Taking accurate minutes of meetings and their distribution
- Compiling and generating technical reports
- Managing and following up on agreements with partners
- Supporting the EACS team in projects and events
- Supporting in administering grant applications, reporting and budget reconciliation
- Monitoring the association's budgets
- Compiling annual financial reports and bookkeeping

### **Required skills and qualifications**

- Bachelor's degree and a minimum of two year's relevant experience
- Excellent attention to detail and ability to manage multiple ongoing tasks
- Strong administrative and computer skills (including Microsoft tools)
- Ability to work independently and take initiative in problem-solving
- Excellent proficiency in written and spoken English and French. Russian and/or Ukrainian are a plus
- A high degree of multi-tasking and time management capability
- Ability to be flexible and adaptable in a variety of situations
- At ease working with people from diverse backgrounds and very good intrapersonal skills

### **Preferred qualifications**

- Experience in not-for-profit associations
- Experience in working collaboratively as part of a small team
- High organisational skills and time management
- Located in Brussels

### **Offer**

The successful candidate will join a dedicated team in a pleasant working environment. The position provides an opportunity for professional development in a multicultural and stimulating environment. We offer a salary according to experience and profile under CP329.03.

Please apply and send your CV and cover letter in English (not more than 2 pages) to Joëlle Verluyten, Executive Secretary at [applications@eacsociety.org](mailto:applications@eacsociety.org).

Please note that only applicants who are selected to participate in the subsequent stages of the recruitment will be contacted.