

## Secretary / office manager EAEPC – European Association for Euro-Pharmaceutical Companies

### **Full-time undetermined period contract**

EAEPC, the European Association for Euro-Pharmaceutical Companies, is looking for a **secretary / office manager** to strengthen its secretariat, in particular for all tasks relating to the administration of the office, assistance to the Secretary-General including management of calendar, travels, meetings, ad hoc assistance to the three other colleagues, bookkeeping, as well as helping the team in coordinating and fulfilling its goals.

We are looking for an optimistic, meticulous, and service minded candidate with an impeccable written English. At least three years of experience as a secretary/office manager is necessary. You will report directly to the Secretary-General. You will be a central and valued part of our team as you will help elevate the performance of each of us and thereby the team as a whole.

The EAEPC represents the parallel trade in medicines in the EU/EEA. We have more than 120 member companies in 23 EU/EEA Member States. The sector is regulated under EU as well as national law and has developed over the last 30 years to an industry which has an import turnover of around 5,5 billion Euros per year. The Secretariat is undergoing a controlled generational change at executive and senior level, and you will be part of a new team of 5 FTE's when the transition is fully finished (we are currently 4 up and running).

### **The tasks of the position will include to:**

- Administration of the office (procurement, contacts with suppliers, etc.);
- Assisting the Secretary-General with everything from management of calendar, meetings, travels to planning, keeping deadlines, and executing the strategy;
- Assisting on an ad hoc basis other team member if necessary;
- Proof-reading letters and communication material in English;
- Arranging practicalities around Board meetings (5/y) and Working Groups (15/y) with responsible colleague;
- Bookkeeping;
- Updating our website and member intranet with key documents;

### **The main qualifications we are looking for are:**

- a trained and experienced secretary/admin officer who loves his/her profession and take pride in it;
- at least three years of professional experience;
- the ability to write and communicate fluently in English, and a working level of French is preferred – other EU languages would be an advantage;
- an excellent understanding of how to best assist colleagues in their work;
- a problem-solver with an optimistic approach;
- a gift for keeping an overview – even in busy periods;
- ability to work well with people from business, and from all EU Member States;
- team player; well organised.

### **What we offer:**

- A chance to be part of a new secretariat within an organisation dedicated to the right to bring safe and affordable medicines to European patients;
- An organisation undergoing a strategic review, meaning you can be part of shaping the future direction and the structure of the work;

- A chance to come onboard a new dynamic, resourceful, and reflexive team with room for personal development;
- A full-time contract with a monthly salary around EUR 2.000 plus benefits.

Applications for the position should be sent **by 3 July 2019** by e-mail to [\*\*ke@eaepc.org\*\*](mailto:ke@eaepc.org) with subject line: ***Secretary Position***.

The first round of interviews is expected to take place very shortly after the deadline for applications.

Your application should include the following documents (with your name as title):

1. **A short motivation letter;**
2. **A detailed curriculum-vitae;**
3. **Further documents/references you may wish to submit already.**

The EAEPC is an equal-opportunities employer.