

EURORDIS-Rare Diseases Europe

Job vacancy – Office Manager & Team Assistant

Responsible to: Head of Brussels Office

Contract type: Permanent, part-time (19 hours per week, preferably 5 mornings)

Salary: Pro-rata of 30 – 34 000 euros per annum FTE + *pécule de vacances* + *frais propres à l'employeur*

Location: EURORDIS Brussels

Start date: ASAP

About EURORDIS-Rare Diseases Europe

EURORDIS is a unique, non-profit alliance of over 1000 rare disease patient organisations from 74 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe. By connecting patients, families and patient groups, as well as by bringing together all stakeholders and mobilising the rare disease community, EURORDIS strengthens the patient voice and shapes research and policies.



EURORDIS' vision is a world where all people living with a rare disease can have longer and better lives and can achieve their full potential, in a society that values their well-being and leaves no one behind.

Main scope of the position

The role of the **Office Manager and Team Assistant (OM)** ensures the maintenance of the office in Brussels and the smooth functioning of infrastructures and posts for all staff based in Brussels as well as visiting staff, Board members and other volunteers.

S/he reports to the Head of office and is the contact point for addressing and resolving all office matters, in coordination with the relevant department/supplier or relevant colleagues at the Paris head office.

The OM is part of the Advocacy team, which currently totals 8 people. S/he assists the team in building up and maintaining databases, ensuring that information is managed and stored within and in alignment with EURORDIS' systems and procedures. S/he also provides support in event management and internal meetings.

Key tasks & responsibilities

Office Management:

- Maintaining regular contacts with the Fondation Universitaire, hosting EURORDIS' Brussels office and resident organisations
- Welcoming visitors
- Overall supervision of office setup, managing office supplies

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- Overseeing the good functioning of IT and infrastructures, in liaison with the hosting Fondation Universitaire, the head office and external suppliers
- Office archive management
- Postal service management
- Handling meeting room reservations and setting up meeting rooms before meetings

Team assistance:

- Administrative support to the Advocacy team, e.g. managing the validation of timesheets and absence requests
- Management and update of mailing lists and database entries
- Organisation and maintenance of Advocacy files on the server
- Administrative support to the Governance team and CEO when required (printing documents & preparing folders, managing EP accreditation)
- Supporting the team with the organisation of events in Brussels
- Managing HR recruitment and organising induction for newcomers
- Any other relevant tasks

Experience & skills

- Full professional proficiency in English
- Autonomous, proactive and dynamic
- Good organisational skills, with the ability to prioritise correctly between concurrent tasks
- Personal and professional integrity
- Sensitive to EURORDIS' mission
- Team worker, able to work closely with a wide variety of people
- Proficiency in Microsoft office suite, including the direct mail feature
- Respectful of the office hours, but also flexible when events may require extra effort

To apply

Interested candidates are asked to submit their applications to valentina.bottarelli@eurordis.org.

Applications would consist of a Cover Letter and a recent Curriculum Vitae and will be processed on a rolling basis until the position is filled.

Deadline for applications: 28 November 2023

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