

EURORDIS-Rare Diseases Europe

Job vacancy – Office Assistant

Responsible to: IT Support & Office Manager

Contract type: Permanent, full-time

Salary: 30 000 – 34 000 euros per annum + one-month performance-based bonus

Location: EURORDIS Paris office- Plateforme Maladies Rares - 96 rue Didot - 75014 Paris

Start date: As soon as possible

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 over 300 million people living with a rare disease globally.

By connecting patient, 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, policies and patient services.

Main scope of the position

The Office Assistant (OA) is a multi-skilled assistant focused on secretariat and logistics.

S/he is the first point of call for visitors in Paris and at the switchboard.

The OA is part of the Finance & Support Services team, which totals 6 people.

Her/his main interlocutors are:

- The IT Support & Office Manager
- The Accounting Manager
- The HR Director
- The HR Support and Budget Manager

Key tasks & responsibilities

Support Services

- Physical and telephone reception in French and English
- Ensure that the lobby is tidy and welcoming
- Postal service management
- Office archive management
- Management and ordering of office supplies in Paris and Barcelona
- When necessary, assist with the moving of the desks inside the office in Paris and Barcelona
- Update the logistics practical information on a permanent basis for all locations

Job announcement last updated: 22 August 2022

Logistics

- Reservation and preparation of meeting rooms (installation and testing of audio-visual equipment).
- Logistical assistance in the organisation of Board of Directors' meetings and other events in all locations (Paris, Barcelona and Brussels).
- Logistical assistance in the organisation of some events / meetings, etc. on an ad hoc basis.
- On site of audio video management during meetings in Paris when necessary
- Preparation and printing of badges for all school, ERTC, ECRD/EMM events
- Preparation, printing and signing of all school certificates

Secretariat

- Assist when necessary:
 - the HR Support and Budget Manager (timesheets, etc.)
 - the HR Director (Recruitments, etc.)
 - the Accounting Manager (Reimbursement Claim Forms, Archiving, etc.)
 - the Chief Finance Officer (Travels, Reimbursement Claim Forms, etc.)
 - the CEO in the absence of his assistant
 - if time allows, any staff member who requires assistance for their travels

In the absence of the ITSOM:

- Support the IT Technician
- Liaise with the Support Services of the Platform

Skills and capabilities

- Full professional proficiency in English
- Autonomous
- Multi-tasker; able to work under pressure; capacity to handle day-to-day management; good organisational skills.
- 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 switchboard hours, but also flexible when events may require extra effort

To apply

Please send your CV and cover letter in English to annie.rahajarizafy@eurordis.org

Deadline for applications: 16 September 2022

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