

EURORDIS-Rare Diseases Europe

Job vacancy – Office Assistant

Responsible to: Office Manager & IT Support

Contract type: Permanent, full-time

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

Location: EURORDIS Paris

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.



Main scope of the position

The Office Assistant (OA) is a multi-skilled assistant focused on secretariat and logistics, part of the Finance & Support Services team, which totals 6 people.

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

EURORDIS has three office premises in Paris, Brussels and Barcelona.

Brussels' office has a part time Office Assistant.

Barcelona does not have any Office management position, as a consequence, 2 to 3 days regular travels to the Barcelona office are to be foreseen every 6 weeks.

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

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 Paris and Barcelona
- Logistical assistance in the organisation of events on an ad hoc basis.

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- On site audio video management during meetings in Paris
- Preparation and printing of badges for all events

Secretariat

- Assist when necessary:
 - the Accounting Manager (Reimbursement Claim Forms, Archiving, DocuSign, etc.)
 - the CEO in Paris when required (printing, etc.) and Reimbursement Claim Forms
 - the HR Director (Recruitments, etc.)
 - the Chief Finance Officer (Travels, Reimbursement Claim Forms, etc.)
 - any staff member who requires assistance for their travels

In the absence of the Office Manager

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

Experience & skills

- Full professional proficiency in English ([switchboard 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 offass@eurordis.org

Deadline for applications: 15 March 2024

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