

## EMSP Administrative Coordinator | full-time position offer (maternity leave coverage)

Wednesday, 7 October 2020

Work in a fast-paced environment where you will learn and be challenged every day. Getting in on the ground gives you the unique opportunity to contribute to EMSP's work improving the quality of life of people with MS.

**If you are ready to make a positive impact and enjoy a true job satisfaction, we look forward to bringing you on board!**

Job Title:	Administrative coordinator
Reports to:	EMSP CEO
Location:	EMSP, Rue Auguste Lambiotte 144/8   B-1030, Brussels

Background
<p>The <b>European Multiple Sclerosis Platform</b> (EMSP) was founded in 1989 as an umbrella organisation of 21 national MS societies.</p> <p>Today we are the voice of over 1,000,000 people with MS in 41 national MS societies from 37 European countries.</p> <p>EMSP represents their interests at European level and works collectively with its members to achieve together our common goals of high-quality equitable treatment and support for all people with MS throughout Europe.</p>
Purpose of the Role
<p>You will assist EMSP management with the smooth and effective coordination of the office, by providing administrative support to the CEO and the other team members as required.</p> <p>You will be responsible for the facilities management, legal compliance, meetings and events back-office support and a range of HR functions.</p>
Key areas of Responsibilities
<ul style="list-style-type: none"> <li>✓ Administration: <ul style="list-style-type: none"> <li>○ Supporting the management and maintaining of EMSP's general administration in accordance with EMSP's operational plan.</li> <li>○ Answer and direct phone calls.</li> <li>○ Organize and schedule appointments.</li> <li>○ Plan meetings and take detailed minutes.</li> <li>○ Assist in the preparation of regularly scheduled reports.</li> <li>○ Maintain the filing system – digitally and physically.</li> </ul> </li> </ul>



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@eumsplatform



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- Update and maintain office policies and procedures.
- Order office supplies.
- Update contact lists.
- Book travel arrangements.
- Submit and reconcile expenses, income and contacts overviews.
- Act as the point of contact for internal and external stakeholders.
- Liaise with the CEO and the team members to handle requests and queries as needed.

✓ Projects/Events support:

- Support Projects Coordinators on the preparation of logistics for planned meetings and events.
- Support projects activities as required including mailings, note taking during meetings, etc.
- Attend external events as requested and prepare briefings for the team.

#### Profile of the Candidate

➤ Required:

- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus.
- Proven experience as an administrative assistant, virtual assistant or office admin assistant.
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent organisational and time management skills.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Fluent in written and oral English and French.
- Accuracy and attention to details.

➤ Desirable:

- Knowledge and experience of membership-based NGO s.
- Team player, creative with a structured approach.
- Willingness to go the extra mile and embrace new ideas.
- Additional EU languages.

#### What do we Offer

- Salary: Between 2,200 – 2,400EUR monthly gross salary, depending on experience.
- Term of appointment: Fixed-term employment contract - Maternity leave coverage (starting in November 2020 – August 2021)
- Hours of work: 37,5 hours per week
- Other benefits: Package including lunch vouchers, transportation costs and pension insurance.

#### Up for the Challenge?

Please send a cover letter and a CV in English, as follows:



EUROPEAN  
MULTIPLE SCLEROSIS  
PLATFORM



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[@eumsplatform](https://facebook.com/eumsplatform)

❖ [office.manager@emsp.org](mailto:office.manager@emsp.org)

❖ Att: Elisabeth Kasilingam

Deadline to submit your application: 23<sup>rd</sup> October at 12:00 pm CEST.

E-mail subject: "HR: Administrative Coordinator \_Name Surname"

Only shortlisted candidates will be contacted.