

# Job Description

## Office Assistant/Receptionist



EFORT is the platform organisation linking Europe's national orthopaedic associations and works on behalf of the European orthopaedic and traumatology community to restore and secure mobility, musculoskeletal health and quality of life.

EFORT now has an immediate opening for the position of

### **Office Assistant/Receptionist (50 %)**

The Office Assistant will provide a full range of support services to all existing departments. The Office Assistant will be the first point of contact for many internal and external contacts, managing, delegating and directing queries to the most appropriate resource. The main responsibilities of this position include office logistics and executive assistance to mainly education and governance.

#### **Administration/Office Assistance:**

- Reception and telephone switchboard; handle office supply, warehouse keeping and inventory
- Administer the general EFORT office email account and incoming mail
- Support preparation of shipments for courses and congresses if needed
- Prepare and dispatch all incoming invoices to the appropriate budget holder

#### **Executive Assistance:**

- Support the organisation of all governance and committee meetings and related projects
- Handle flights and hotel bookings for the EFORT leadership, the Board and Executive Committee, all staff members and guests for EFORT meetings
- Support the organisation of specific educational programmes
- Handle application and registration procedures of courses and other educational programmes

#### **Qualifications/job requirements:**

- Administrative background
- At least two years working experience in an international environment
- Ability to work independently, great attention to details and tight time constraints
- Fluent in English and French, other languages an asset
- Team player and good organisational skills, computer literate
- Ability to communicate with the organisation's leadership

Please send your CV, including a motivation letter and relevant references, preferably by email to:

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