



Executive Assistant

Reports to: EASL Managing Director
Location: EASL Office in Geneva
Start date: As soon as possible
Occupation: 100%

EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER

The European Association for the Study of the Liver (EASL) is looking for its new Executive Assistant. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

About EASL:

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools.

EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts more than 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

The position:

The Executive Assistant will provide administrative support to the EASL Office new Managing Director and to EASL teams. The Executive Assistant will also be supporting the EASL Governance and board members.

The main tasks of the Executive Assistant will include preparing correspondence, memos/minutes and reports, manage incoming phone calls and emails, coordinate agendas, organise meetings and committees, monitor and maintain an effective filing system.

The candidate:

The selected candidate will be enthusiastic and bring clear ideas on how to organise her/his tasks. She/he will have proven records of the necessary hard skills required but also a service-oriented approach to the job and a positive and energetic state-of-mind. The selected candidate will be able to work

independently with a hands-on attitude. The selected candidate will be organised, precise, forward-thinking, pro-active, patient and dedicated.

The tasks include:

Governance support:

- Provide administrative support to the Secretary General and Executive Officers
- Manage and organize Secretary General and Executive Officers' agendas
- Manage and organize Secretary General and Executive Officers' travels
- Prepare correspondence, memos and minutes of all governance meetings
- Plan and schedule various meetings and committees (accommodation, flights, catering)
- Organize and accurately maintain filing system
- Prepare presentations for the Secretary General and Executive Officers
- Respond to various inquiries both external & internal, manage communication via email, phones call, etc.
- Attend GB meetings, ILC and other EASL small conferences (when applicable).

Managing director support:

- Provide administrative support to EASL Managing Director
- Manage and organize the Managing Director's agenda
- Manage and organize the Managing Director's travels
- Organize and accurately maintaining the Managing Director's filing system
- Respond to various inquiries, manage communication via email, phone calls, etc.
- Liaise with Sister societies.

The skill set required:

- Trustable, ability to maintain and promote confidentiality as the norm
- Willingness to carry out administrative tasks
- Strong interpersonal, oral and written communication skills
- Proficiency in MS Office, emails and internet
- Fluency in English (perfect written and spoken English)
- Previous experience of 5 to 8 years in similar position
- Strong organizational, problem solving, planning and time management skills
- Multitasking and flexible
- Service oriented
- Meticulous, precise and rigorous
- Willing to travel few days a year.

A plus:

- Native English speaker
- Notions of accounting
- Previous experience in NGOs / Associations
- Proven experience in a similar role
- Notions of French

Contact details:

Please send complete application (CV, motivation letter and Certificate and Diplomas) to recruitments@easloffice.eu

Only complete application will be considered.

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.