

EASL JOB ANNOUNCEMENT

Title: Executive Assistant
Reports to: Managing Director
Location: Currently partially remote, partially in the Geneva office
Start date: As soon as possible
FTE: 50 % to 75%

The Association:

The European Association for the Study of the Liver was established in 1966 by a founding group of 70 European hepatologists. It has since grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,500 members from all continents, and the annual meeting is 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 also established a broad collection of online education and digital tools for the research, practice and patient communities. Additionally, 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. The office team covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

The position:

- The Executive Assistant provides administrative support to the EASL Managing Director and the EASL Governing Board
- Currently performed partially remotely, partially in the Geneva office
- Requires a maximum of 6 business trips per year, within Europe, primarily for the organisation of Governing Board and Executive Board meetings

Governing Board support:

- Administrative support to the Secretary General and Executive Officers for EASL business
- Management of the ongoing Governing Board and Executive Board meeting agendas
- Prepare correspondence, memos, minutes, dissemination and archiving of all governance operations
- Plan, schedule and support all Governing Board and Executive Board meetings, onsite and remote
- Prepare presentations and documentation for the Secretary General and Executive Officers
- Liaise and assist Association & Community Services team for General Assemblies, Elections and Global Partnerships

Managing director support:

- Administrative support to the EASL Managing Director
- Plan and support management of EASL Office Management Group
- Promote optimal office operations, systems, and processes

Required:

- State of the art office IT skills (Knowledge of CRM database is a plus)
- High level onsite and remote board meeting management skills
- Flexibility (irregular schedules may occur)
- Native English speaker or equivalent
- French language a strong advantage, other languages useful

The candidate:

- Highly skilled in office administration, institutional governance, management support and personal organisation
- International outlook, with an ability to work effectively with volunteer leadership, C suite executives and operational teams – in the office and in the remote environment
- Proven record in an international, membership based medical association or equivalent
- Meticulous, accurate, numerate, problem solving, multi-disciplinary, excellent communicator
- Discrete, reliable, service oriented with commitment to the mission of the organisation
- Must be an EEA Member State national or hold a valid Swiss work permit

Contact details:

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

N.B.

Only complete applications will be considered.

Due to time constraints, we will only respond to the applicants selected for a first round of interview.