The European Public Health Association, or EUPHA in short, is an umbrella organisation for public health associations and institutes in Europe. EUPHA is the initiator and co-organiser of the annual European Public Health (EPH) Conference, the largest scientific public health conference in Europe.

EUPHA/EPH Conference Foundation is urgently looking to recruit for its office a part time (80%) **experienced Office Manager.**

Role and overall responsibilities

The role of the Office Manager is to provide an efficient and responsive administrative, organisational, and logistical support to the Office Team of EUPHA and EPH Conference, helping them to manage and prioritise their time and maximise their productivity.

Specific tasks

- Prepare, administer and support the organisation of the meetings of the EUPHA Governing Board (annually), EUPHA Executive Council, EPH Conference International Conference Council and Executive Board (quarterly) and other additional meetings as foreseen by the Work Plan. Write minutes of mentioned meetings.
- Prioritise and highlight issues of day to day importance for the Office Team's attention. Support the Office Management and the team in handling logistics and administrative tasks as required.
- Liaise and follow-up with external parties of EPH Conference, such as (pre-conference) organisers, speakers, chairs, presenters and service providers.
- Supervision of EUPHA and EPH Conference web pages.
- Keep Office Manuals of EUPHA and EPH Conference and filing systems up-to-date.
- Produce action lists of the Office Team meetings.

Person Specifications

- A degree at Bachelor's level in a relevant subject or equivalent professional qualification / experience.

- Minimum 3 years of experience as administrative officer or office manager in a similar environment (Membership organisation, NGO or event management).
- Strong planning and organisational skills and ability to prioritise multiple tasks in a dynamic work environment.
- Good interpersonal skills and service minded as the position involves frequent communication with external parties. Accurate reporting skills.
- Strong working knowledge of English (written and spoken). English is the official language of the organisation.
- High sense of responsibility, proactive and ready to take initiatives. Solid team player.
- Readiness to travel occasionally in Europe.

Offer

- We offer a part-time (80%) position for one year with the possibility to extend this with another year.
- The contract is offered with a competitive salary with public transport reimbursements.
- Gross salary between € 2.311,57 - € 3.115,33 per month (at full time employment).

How to apply?

Applications must include a CV (of a maximum two pages) and a cover letter (one page). Send both documents to office@eupha.org mentioning **Application for Office Manager** in the subject. The deadline for submitting the application is 9 February 2015. Interviews will take place at EUPHA's office in the week of 23 February 2015.