

Job description:

<Parttime> Management Assistant

For 7-14 hours per week

Office-based in Baarn, The Netherlands

Main components of the position:

- Assisting in organising ENMC Workshops and carrying out project related activities
- Performing secretarial and administrative activities
- Maintaining the ENMC website and providing e-communication (social media, e-Newsletter)
- Being partly responsible for the production of ENMC marketing materials and office supplies

The Management Assistant performs the following subtasks:

1. Co-organizing ENMC Workshops and carrying out project-supporting activities

- Assist in organising international scientific meetings (Workshops), such as booking hotels, sending invitations to all participants, coordinating travels and cancellations, consulting with organisers and preparing meeting folders, badges, banners and other materials
- Identify bottlenecks in the practical organisation of the workshops and propose solutions
- Help in the execution of specific projects such as the young scientist programme, the patient participation programme etc.

2. Performing secretarial and administrative activities

- Plan various internal and external meetings and taking minutes during these meetings
- Write and correct letters, and handle correspondence in general
- Arrange travel abroad for staff and management
- Update working procedures, financial guidelines, patient toolkits, workshop material and contracts etc.

3. Maintaining the ENMC website and providing e-communication

- Ensure that the ENMC website always contains updated information, e.g. new lay workshop reports, new blogs, new members or sponsors etc. (WordPress)
- Take care of e-communication via social Media (Twitter, LinkedIn etc.)

3. Is partly responsible for the production of ENMC marketing materials and ordering office supplies

- Request quotes from suppliers and conduct negotiations
- Maintain contacts with printers and designers
- Check planning, texts and images with the designers and other marketing agencies

Job requirements

HBO-level

Education and training in the areas of project management, communication and/or marketing

Knowledge and experience with project and process support

Few years of work experience

Features of the Management Assistant:

- Is organisationally strong and solution-oriented
- Is inventive, flexible and anticipatory
- Is service-minded, polite and likes to act as the ENMC hostess at our workshops
- Is communicative and able to have general conversations with professors, doctors and patient representatives
- Masters the English language in speech and writing
- Is punctual and precise
- Has affinity with medical care (neuromuscular disorders)
- Has extensive knowledge of automated (CRM) systems and is not afraid of technical challenges
- Is well-known with using social media and other e-communication tools (WordPress, online surveys etc.)

Who are we looking for?

An enthusiastic colleague who has work experience as a management assistant, project manager, marketing and/or e-communication manager, who is naturally hospitable and customer-friendly. We offer you a challenging position in which you can learn a lot about project management in a non-profit organisation! If you want to do this together with our colleagues, but you can also work independently, take your initiative and are creative in solving bottlenecks, we invite you to apply.

What do we offer?

A contract for 1 - 2 days a week for the duration of one year, with extension possibilities. Working conditions are in accordance with the Dutch "CAO Zorg en Welzijn". We offer a pleasant, flexible and informal working environment. A salary according to function group scale 6. The amount depends on education and experience and is maximized to € 2,500 gross per month on a full-time basis (36 hours).

Working hours

Yes indeed, we are flexible! We also would like to schedule you on about 8 Saturdays per year to supervise our workshops as a hostess.

Are you excited?

Send your motivation letter and CV to enmc@enmc.org. You will hear if you are invited for an interview within 14 days.