



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

Association internationale sans but lucratif

International non-profit organisation

RUE DE L'INDUSTRIE, 24
BE- 1040 BRUSSELS

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www.uems.eu

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Brussels, May 10th 2022

Job offer – EACCME Administrative Officer

The European Union of Medical Specialists (UEMS – www.uems.eu) is an organisation of European medical associations representing medical specialists and whose primary function is the support of the medical profession at European level.

In January 2000 the UEMS established the European Accreditation Council for Continuing Medical Education (EACCME®) to provide accreditation of international CME (Continuing Medical Education)/CPD (Continuing Professional Development) activities and to facilitate the recognition of credits between the various countries in Europe.

To be able to meet the important growth in its activities, the UEMS is seeking two administrative officers to perform daily administrative tasks within the EACCME® department.

Main responsibilities:

The new colleague will work under the supervision of the EACCME® Coordinator.

- Processing of applications submitted on the EACCME® website (eaccme.uems.eu),
- Liaising with CME/CPD organisers and EACCME® reviewers,
- Answering written and telephone enquiries and/or dispatching appropriately,
- Taking part in meetings, conferences related to the EACCME®,
- Contributing to the department's various activities,
- Providing assistance to EACCME Coordinator and other staff members when required;
- Other duties might also include managing archives, filing and encoding.

Ideal candidates should:

- Have a Degree in administrative/secretarial studies or equivalent professional experience,



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- Have an excellent command of French, English (spoken & written); Spanish a plus,
- Be familiar with Windows and MS Office (Excel, Word, Outlook, PowerPoint) and communication software,
- Be willing and able to learn to work with new software applications,
- Be able to work under pressure, to respect deadlines and to deal with complex issues,
- Be reliable, efficient, accurate, motivated, versatile and solution oriented,
- Have good organisational and interpersonal skills,
- Be a team-player able to work within a small but highly committed team.

The UEMS is offering:

- A full-time contract of employment for a definite period (CDD) possibly leading to a full-time contract for an indefinite period (CDI),
- A rigorous but enriching and challenging function in a dynamic and motivated environment,
- Benefits such as meal vouchers, extra-legal holiday, end of year bonus, hospitalisation insurance and group insurance.

Indicative starting date: as soon as possible. Candidates should send their CV and cover letter to Ms B. Reychler, Managing Director at director@uems.eu, and to Mr B. Daval, CEO, ceo@uems.eu.