

ADMINISTRATION AND PROJECT MANAGER

Full time

EUSEM – Antwerpsesteenweg 124 B27 – 2630 Aartselaar

The organisation

The European Society for Emergency Medicine focuses on research and education with the aim of improving and standardizing the level of emergency medicine and recognizing emergency medicine as a specialty across Europe.

What are you going to do?

You will take care of administrative and organizational tasks in function of the development of courses, exams, congresses, research and the further growth of the association with plenty of room for your own ideas and initiatives.

Who are we looking for?

We are looking for someone who thinks logically, who is curious and who has the drive to find out and tackle things. Good MS Office skills and fluent English in speech and writing are required.

The function is available immediately.

Interested?

Apply by sending a cover letter and CV in English to micheldb@eusem.org

Closing date for applications: August 31st ,2020.

After the closing date, only candidates who have been selected will be contacted.

An assessment is part of the selection procedure.