



## Office Manager Position - EUCOPE

January 2021

**Starting date:** Starting in March 2021.

**Place of employment:** EUCOPE, Brussels, Belgium

The European Confederation of Pharmaceutical Entrepreneurs (EUCOPE) is a trade association, which gives voice to over 900 small-to-mid-sized companies in the fields of pharmaceuticals, biotechnologies – many of which active in rare diseases – and medical devices. EUCOPE represents its associate and corporate members towards national and international governmental organisations in particular towards the EU institutions and agencies.

### Job Description

The position covers all kind of office management activities, from administration to meetings organisation and invoicing.

- Building and preserving trusted relationships with our members;
- Addressing members' needs quickly and effectively;
- Handling external agencies relations, e.g. with the European Medicines Agency and Member States' regulatory, HTA and Pricing & Reimbursement bodies as a main point of contact;
- Providing administrative support to a growing team;
- Managing finances (in & out invoicing, petty cash, follow-up);
- Organising and support meetings;
- Assisting EUCOPE's Secretary General
- Coordinating travel for the Secretary General

### Required qualities and qualifications

- Administrative studies or equivalent;
- A minimum of two years of experience in a similar position in Brussels;
- Experience with an EU trade association/not-for-profit organisation an asset;
- Excellent written and spoken English and German; knowledge of French or Dutch is an asset;
- Proficiency in Word, Excel and Powerpoint;
- Attention-to-detail and ability to multi-task and prioritise;
- Flexibility, sense of organisation, team spirit and responsibility.

### Employment conditions & remuneration

This is a full-time position, to start as soon as possible, for an initial duration of 12 months. The manager will be based in Brussels. Competitive remuneration package and benefits.

### Are you interested?



**EUCOPE**

European Confederation of  
Pharmaceutical Entrepreneurs AISBL

Please send your application (curriculum vitae + 1-page letter of motivation) **by 31 January** to the EUCOPE Secretariat ([office@eucope.org](mailto:office@eucope.org)).

Due to the high amount of applications, we will only be able to respond to successful applicants.