



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).

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