



Vacancy: Management Assistant

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Organised, productive and with a can-do attitude?

If these terms describe you, then we want to hear from you!

The European Medicines Verification Organisation (EMVO) is looking for a **Management Assistant** to provide administrative support to our Head of HR & Administration and join our dynamic team in Brussels.

About us

EMVO is the organisation responsible for the formation of the European Medicines Verification System (EMVS). The EMVS is a European-wide system created to prevent falsified medicines from entering the legal supply chain.

EMVO was created in 2015 as a joint initiative of EU supply chain stakeholders, representing pharmaceutical manufacturers, wholesalers, community pharmacists and hospitals. We ensure the implementation of a functioning, secure, interoperable and cost-effective system across Europe, to ensure patient health and safety.

Alongside our founding stakeholders, we work alongside the European Commission, 30 National Medicines Verification Organisations (NMVOs) and over 1000 pharmaceutical companies currently connected to our system.

Our Management Assistant

EMVO is a dynamic organisation, growing to meet the needs of the operational phase of the EMVS.

You will be involved in the successful running of project which is of vital importance to the European pharmaceutical sector and will be reporting to our Head of HR & Administration and also working closely with other departments.

Your main tasks will include:

- Assisting with the day-to-day functions of the Department for HR & Administration.
- Assisting the Management Team in administrative tasks; such as meeting preparation, travel arrangements, etc.
- Processing documentation and preparing reports related to personnel activities; such as staffing, recruitment, training, performance evaluations, etc.
- Coordinating HR projects; such as meetings, surveys, training, etc.
- Conducting initial orientation to newly hired employees.
- Handling incoming mails, calls and other communications.
- Helping with the monitoring of HR and Office budgets.

What do we need to see from you?

- Excellent knowledge of MS Office.
- Strong attention to detail.
- A diplomatic team player.
- The ability to be autonomous and proactive.
- Demonstrable and effective organisational skills.
- Excellent command of both written and spoken French and English.
- A Bachelor's or Master's degree in a relevant subject.

What can we offer you?

- A full-time position in the centre of Brussels
- An attractive salary supplemented by a number of fringe benefits.
- A dynamic working environment with an open culture and a pleasant atmosphere
- The opportunity to gain valuable experience within the European Pharmaceutical sector

If this sounds like a match, then we want to hear from you

Send your CV and motivation letter to recruitment@emvo-medicines.eu before January 20th

Data Protection:

When applying to EMVO you agree to the [Data Protection](#) policy.