



The European Academy of Allergy and Clinical Immunology (EAACI) is an association of clinicians, researchers and allied health professionals, dedicated to improving the health of people affected by allergic diseases.

With more than 12,000 members from 124 countries and over 50 National Allergy Societies, EAACI is the primary source of expertise in Europe for all aspects of allergy.

To support our international Headquarters Team of 13 members, we are looking for a highly motivated

Office Assistant (100%)

The headquarter of the non-profit organisation is based in Zurich – Switzerland. A fully equipped workspace is provided at the office, however it is possible to also work remotely on some days.

You report directly to the Executive Assistant and the General Manager and collaborate closely with the other Headquarters Team members as well as with other stakeholders in a matrix organisation.

Responsibilities:

- Administration of invoices, corporate credit cards, reimbursements, financial reports
- Logistical preparation and organisation of leadership and faculty meetings (physical or online)
- Business travel organisation, including accommodation, for leadership and HQ team
- Responsible for office administration including supplies - management and ordering
- Answer direct calls with a friendly attitude and provide office guests with a hospitable experience
- Assists with preparation of budget overview and accounting reports

Qualifications:

- Completed Kauffrau/-mann apprenticeship or similar qualification – office assistant experience is of benefit
- Excellent organisation, multi-task and co-ordination skills with the ability to prioritise work
- Basic knowledge of accounting and budget control
- Excellent oral and written communication in English and German
- Good communication skills - ability to engage effectively with internal and external “customers” at all levels
- Proficiency in Microsoft Office suite (Outlook, Word, Excel and Power Point, etc.)
- Self-motivated and willing to learn and develop new skills

Additionally, you can:

- Work in an independent and proactive way
- Use common online platforms in an effective way
- Work under pressure and respect deadlines
- Challenge the existing, bring in new ideas
- Interact with people at all levels of the organisation with a positive attitude, establish a proper level of credibility

If you meet the above requirements, please send your application to jobs@eaaci.org as soon as possible but no later than the **15th of September 2022** with the following information and documents:

- Your possible **starting date**
- Email **subject reference** to the job application (**Office Assistant**)
- Cover letter
- Complete CV (professional portfolio if available)
- Annual gross salary expectation in CHF or Euro

Update: 1st September 2022