



The European Society for Radiotherapy & Oncology (ESTRO) is currently looking for a **ESTRO Programmes Administrator** wishing to bloom in an International Association with a Vision

We are offering a full-time employment contract with an interesting salary package including benefits.

Our Society

Founded in 1980, ESTRO, the European Society for Radiotherapy & Oncology (ESTRO), is a non-profit and scientific organisation that fosters the role of Radiation Oncology in order to improve patients' care in the multimodality treatment of cancer.

With over 5 000 members in and outside Europe, ESTRO supports all the Radiation Oncology professionals in their daily practice: Radiation Oncologists, Medical Physicists, Radiobiologists and RTTs (Radiation Therapists) and the wider oncology community.

ESTRO's mission is to promote innovation, research, and dissemination of science through its congresses, special meetings, educational courses and publications.

Your mission

You are responsible for ensuring a smooth support to ESTRO Units. Together with the other ESTRO Programmes Administrators, you actively contribute to the administrative and logistics support of Education, Congress and Membership activities. As such, you are also in charge of administering, configuring and/or developing the DataBase, aiming at providing the most efficient tool to manage the activities smoothly and effectively. As an ESTRO Programmes Administrator, you serve as point of reference/subject matter expert (SME) for your areas of expertise and jump in for these when necessary.

Main Responsibilities

Your core activities will be:

As part of the pool of ESTRO Programs Administrators,

- Proceed to course and conferences registrations
- Ensure the administration for courses and conferences: FU requests participants, invitations, printing lists/badges/diplomas, compiling evaluations)
- Ensure the administration of the CERRO meeting
- Update the DBase
- Test Dbases for all coordination activities before launch or when required
- Fix Dbase bugs when needed

- Set up and make regular updates of the ESTRO programs webpages
- Provide support and follow-up to Members and prospects through daily communication (e-mail, phone, helpdesk). If need be, consult with the SME beforehand
- Process manual entries of Members in Dbase (Institutional, Corporate and Dual Members)
- Do manual registrations (for groups and individuals) through the system.
- Check before the deadline if all registrations are duly paid. Send overview of weekly unpaid invoices to ESTRO Coordinator Finance and HR, for chasing and follow-up
- If need be, send participants list to Corporate Relations Manager and updates on a weekly base
- Close registrations and send final numbers to Congress Manager
- Set-up the online uploading of documents in CmOffice for each deadline and provide Education Manager with the outcome of the ratings
- When required, inform applicants of educational and mobility grants whereas they are or not successful
- When necessary, cover for absences in the ESTRO Programs Administrators team
- Other duties as per defined scope
- Participate to and/or lead transversal projects

Education and professional experience

- Certificate Bachelor degree
- 1-2 years of experience in a similar position

Skills and competencies

- English (mainly verbal) is mandatory as the working language of the Society. French and/or Dutch are an asset to liaise with local suppliers
- Positive mindset
- Collaborative spirit
- Excellent organization and planning skills
- Strong time management
- Ability to multi-task and to prioritize work
- Proactivity
- Ability to meet changing deadlines
- Flexibility

To apply, please send your CV and cover letter in English (with reference **“ADMIN”** in the subject line) by 20 March 2017 latest to recruitment@estro.org. Only shortlisted candidates will be contacted. Contacts should happen by 27 March.