



The European Society for Radiotherapy & Oncology (ESTRO) is currently looking for a **RECEPTIONIST & OFFICE ASSISTANT** 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 running of all office operations. You provide a top level service quality to internal clients. You are the point of contact with external providers such as carriers, caterers, office suppliers, ... and you ensure the Society and its staff gets the best in terms of quality/quantity of services. You contribute to a nice office space and you are the liaison between ESTRO and the landlord.

Main Responsibilities

Your core activities will be:

Core activities

- Ensure the office area remain clean and if need be, take the necessary actions; coordinate the cleaning lady
- Maintain supplies of stationery, furniture and equipment (toilet paper, coffee,...)
- Maintain the condition of the office and arrange for necessary repairs
- Arrange regular testing for electrical equipment and safety devices
- Forward information by receiving and distributing communications; collect and distribute correspondence;
- Manage the Infobox
- Provide general support to visitors

- Provide support and logistics for all internal meetings and courses: liaise with caterer, set up meeting room, order taxis for participants
- Book transport and accommodation through the Travel agency; update the travel DataBase, follow-up on travel invoices
- Book meeting rooms on request and keep monthly meeting agenda up-to-date
- Enhance organization reputation by accepting ownership for accomplishing new and different requests; explore opportunities to add value to job accomplishments
- Jumping in for ESTRO programmes coordination activities
- Other duties as per defined scope
- Participating to and/or leading transversal projects

Education and professional experience

- Certificate of Secondary School, preferably in an Administration or Secretariat field
- 1 to 2 years of experience in a similar and multidisciplinary job is an asset

Skills and competencies

- English (mainly verbal) is mandatory as the working language of the Society and to interact with Board and Committee Members. French and/or Dutch are necessary to liaise with local suppliers
- Excellent organization skills
- Strong time management and planning skills and ability to multi-task and to prioritize work...
- Attention to detail and problem solving skills
- Highly flexible and willing
- Service-minded
- Be the smiling face and voice towards stakeholders
- Ability to meet changing deadlines
- Maintain staff confidentiality

To apply, please send your CV and cover letter in English (with reference "**Reception**" in the subject line) by 17 February 2017 latest to recruitment@estro.org. Only shortlisted candidates will be contacted. Contacts should happen by 27 February.