



European Society for Organ Transplantation

## **ASSISTANT TO SECTIONS&COMMITTEES COORDINATOR**

### **GENERAL INFORMATION**

<b>Location</b>	ESOT Office - Padova (Italy)
<b>Accountable to</b>	Sections&Committees Coordinator, ESOT
<b>Number of positions reporting to</b>	1
<b>Full time/part time</b>	Full time – temporary (6 months – 1 year)

### **GENERAL CONTEXT**

The European Society for Organ Transplantation is a major scientific not-for-profit society dedicated to exchange knowledge about organ donation and transplantation, thus improving health and well being of patients affected by end stage organ disease. ESOT represents over 5,000 transplant professionals, principally from across Europe and the Mediterranean basin, but also from the rest of the world.

Involving many dedicated voluntary professionals, ESOT provides an extensive education program and generates best-practice guidelines in the field of transplantation. It also organises the ESOT Congress, the largest transplant meeting in Europe. ESOT is also proud to hold, in conjunction with its Sections & Committees, subspecialty meetings, which are becoming increasingly popular within the profession. ESOT also edits and publishes Transplant International a leading journal in transplantation

### **OBJECTIVE OF THE POST**

The Assistant to the Sections Coordinator is tasked with organizational duties and management of the activities of our sub-sections and Committees. Under the direction of the Coordinator, should execute daily tasks to organize internal meetings and keep the correspondence with the Board Members. This position has a special attention to logistic, database maintenance and attitude for public relations.

### **TASKS**

The main tasks are:

- Support the Coordinator in the management and organizational role with regards to 9 sub-groups, in the in-house process.

- Maintain the timeline and agenda of each group. Develop a digital tracker for each group and members of the groups.
- Travel management, meeting planning, project management, proof reading of minutes and documents, app, electoral processes
- Help with the organization of internal meetings
- Ensure that financial procedures are correctly applied in the reporting of expenses
- Build and maintain strong contact with the sub-groups and their members
- Membership: Customer care, campaigns, marketing&communication, reports
- To ensure all electronic files, folders and emails are kept in an orderly and easily accessible manner in a shared area.
- 

\*In general terms, the small size of the ESOT Executive Office and the wide variety of tasks performed require that all staff be prepared to occasionally perform tasks not specified above in a spirit of collaboration.

**REQUIREMENTS:**

	Essential	Desirable
<b>Qualifications</b>		
University studies or Bachelor's Degree	✓	
<b>Experience</b>		
+1 years' experience in a similar role	✓	
Experienced user of Microsoft products, particularly Excel	✓	
<b>Knowledge</b>		
European regulation and compliance codes		✓
Experience of working in the healthcare sector. Understanding of relevant pharmaceutical drugs, medical procedures and technology		✓
Experience of working in the not-for-profit sector		✓
Excellent English (written & spoken) – other EU languages preferred	✓	
Competent in the use of Microsoft office (Word, outlook, excel, PowerPoint) Photoshop		
Conferencing tools		
Text drafting, proofreading, email communication (formal + informal)		✓
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>

Ability to communicate effectively with people in a multicultural / multilingual environment	✓	
Team spirit	✓	
Negotiation skills		✓
Ability to work efficiently under pressure and meet deadlines	✓	
Initiative and innovation	✓	
Networking	✓	
<b>General</b>		
Willingness to travel to national and international venues. International business meetings with pharma companies	✓	
Willingness to work a flexible schedule	✓	

Interested contact Annalisa Ponchia  
 executive@esot.org