



Job opportunity at EAEVE: Secretary

The European Association of Establishments for Veterinary Education ([EAEVE](http://www.eaeve.org)) is the accrediting agency dealing with the evaluation of Veterinary Establishments all over Europe and beyond with head office in Vienna.

EAEVE is looking for a highly motivated, competent and stress-resistant Secretary, qualified in IT and with very good level of written and spoken English (C1 or C2) for a diversified part-time job. Knowledge of some other languages is advantage (native English speakers welcome!).

The main tasks will comprise event-management, website and database maintenance, writing letters, confirmations and invoices and usual secretarial chores.

Please send your application and CV (in English) to the EAEVE Office (office@eaeve.org) by 31st August 2017.

Vienna, 14.07.2017