



## Job offer: EAEVE is currently looking for a Secretary

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

EAEVE is currently looking for a highly motivated, competent and stress-resistant **Secretary**, with very good IT skills and excellent level of written and spoken English (C1, C2) for a diversified part-time job for its office in Vienna.

**Duration:** 1 year contract (with a one-month probationary period), extendable after positive evaluation of performance.

**Start:** mid-September 2019

**Type:** Part time (20 hours/week)

**Deadline for applications:** 5 August 2019

### Responsibilities

The EAEVE Secretary's key responsibilities are to:

- provide assistance to the President of EAEVE and the Director of the ESEVT;
- support the organisation of EAEVE meetings with all administrative needs, including documents and other materials, book hotels and flights, arrange for catering at meetings, etc.;
- provide general administrative support, including writing letters, reminders, confirmations, invoices, managing databases, spreadsheets, etc.;
- undertake general secretarial chores: managing enquiries, filing, archiving, drafting agendas, taking detailed minutes of committee meetings, drafting and processing correspondence, post, ordering office materials etc.;
- update databases and the EAEVE website regularly;
- act as back up in the office.

This position involves a close working relationship with EAEVE member Establishments, committee members and ESEVT experts.



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### Requirements

- excellent interpersonal and problem-solving skills;
- highly motivated, fast learner, reliable, with keen attention to detail;
- ability to work under pressure and to keep set deadlines;
- ability to work with autonomy to achieve designated goals;
- experience in data analysis: analytical skills and critical thinking;
- excellent communication and near-native (C1, C2) or native English language skills, both written and oral;
- good written and spoken German language skills (B1, B2);
- very good computer skills (Microsoft Office, basic html language, internet research).

EAEVE provides an exciting multicultural working environment, with a small and dynamic team where individual initiative and teamwork are both highly appreciated. The EAEVE Secretary will be working under the daily supervision of the Office Manager. The gross monthly starting salary is € 2.400 (fulltime, 40h/week) plus special payment twice a year.

Please send your application and CV (in English) to the EAEVE Office ([office@eaeve.org](mailto:office@eaeve.org)) by 5<sup>th</sup> August 2019. Interviews are expected to take place on 5 - 6 September 2019 in Vienna.

Vienna, 14.06.2019