



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 a head office in Vienna.

EAEVE is currently looking for a highly motivated, competent and stress-resistant Secretary, with a very good command of Microsoft Office tools™ and an excellent level of written and spoken English (C1-C2, native English speakers are welcome!) and good knowledge of German (B1-B2) for a diversified part-time job for its office in Vienna.

Duration: non-permanent contract for a minimum of 1 year (with a one-month probationary period) that may be extended by mutual agreement.

Start: as soon as possible

Type: Part-time (25 hours/week)

Deadline for applications: 10 June 2024

Responsibilities

The EAEVE Secretary's key responsibilities are to:

- assist with the organisation of EAEVE committee meetings (taking place in Vienna 2-3 times a year, plus 8-10 online meetings): send out invitations/reminders to meetings, disseminate documents, set up online meetings, practical arrangements for onsite meetings incl. flight and hotel booking, technical support, catering for lunch and dinner reservation, participate in the writing of minutes of Office meetings;
- assist with the organisation of the annual EAEVE General Assembly (1 week onsite event outside Vienna): send out invitations/reminders to guests, practical arrangements for VIP guests incl. flight and hotel booking, and dinner reservation;
- provide general administrative support to the Visitations Officer: update database content and prepare ESEVT-related documents e.g. Team list, Evaluation Agreement; send and collect signed statements;
- provide general administrative support to the Project & Finance Officer: prepare invoices, confirm receipt of payments;



- provide administrative assistance to the President of EAEVE and the Director of the ESEVT;
- undertake general secretarial chores: writing letters, sending emails and reminders, posting letters;
- update information on the EAEVE website.

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

Requirements

- ability to work under pressure and to keep set deadlines;
- excellent interpersonal and problem-solving skills;
- highly motivated, fast learner, reliable, with keen attention to detail;
- ability to communicate with academicians;
- excellent communication skills and near-native or native English language skills (C1-C2), both written and oral;
- German language (B1-B2) knowledge;
- very good command of Microsoft Office tools™ (Word™, Excel™, PowerPoint™ and Microsoft Teams™);
- valid permit to work in Austria.

EAEVE provides a dynamic working environment, with a small and enthusiastic team where individual initiative and teamwork are highly appreciated. The EAEVE Secretary will be working under the daily supervision of the Office Manager. The gross monthly salary is € 1.500 plus special payment twice a year. The EAEVE Secretary will be exposed to new learning opportunities, an insight into the work of a European Association, and work to promote veterinary education in the service of One Health.

Please send your motivation letter and CV (in English) to the EAEVE Office (office@eaeve.org) by 10 June 2024. Interviews are expected to take place in July 2024 in Vienna. Applications will be treated confidentially by the General Data Protection Regulation.

Vienna, 23 April 2024