



JOB DESCRIPTION

Title: EAEVE Secretary

Dedication: Part-time (25 hours/week).

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

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): 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.

The EAEVE Secretary will be working under the daily supervision of the Office Manager. This position involves a close working relationship with EAEVE member Establishments, committee members and ESEVT experts via email.