

VACANCY NOTE

Administrative Assistant within ERINHA-AISBL

[European Research Infrastructure on Highly Pathogenic Agents]

Location	Paris, France
Duration	Permanent contract according to French laws, to start ASAP
Deadline	15 January 2021

JOB CONTEXT

The **E**uropean **R**esearch **I**nfrastructure on **H**ighly pathogenic **A**gents (ERINHA) is a pan-European distributed research infrastructure that operates as an International non-profit association (AISBL) under Belgian law, with its registered offices in Brussels, a Central Coordinating Unit (CCU) located in Paris, and members in Europe.

ERINHA offers high containment services to scientists, including laboratory experiment services, expertise, and training. The infrastructure also coordinates or participates to large-scale collaborations to advance research on highly infectious emerging and re-emerging pathogens.

The CCU coordinates the research programmes, ensures the scientific follow-up of the projects that ERINHA is involved in, and provides all supporting functions for the operation of the infrastructure: administrative, financial and HR management, communication and external relations, data management, etc.

With the activity of ERINHA constantly growing, we are looking for a skilled and motivated **Administrative Assistant** to join the CCU in Paris, France, for an initial period of one (1) year, with a possibility of renewal. ERINHA is an inclusive, equal-opportunity employer offering attractive compensation & work conditions.

English is the working language at ERINHA – please note that we expect applications written in English ONLY (CV and Cover Letter). Applications written in any other language will not be considered.

JOB DESCRIPTION

Reporting directly to the Director General, you will offer general administrative support and contribute to the efficiency of the Central Coordinating Unit by ensuring that administrative duties are carried out in a timely and efficient manner.

Your responsibilities as ERINHA's Administrative Assistant include but are not necessarily limited to:

1. Acting as the point of contact among CCU staff, ERINHA Members, clients & other external partners;
2. Providing administrative assistance, including but not necessarily limited to:
 - writing & editing emails,
 - drafting memos & preparing communications,
 - editing & formatting official documents,
 - handling administrative, possibly confidential documents, including requesting signatures, sending reminders and ensuring they remain secure;
3. Sorting, archiving & maintaining comprehensive and accurate records, documents & reports;
4. Organising meetings, including scheduling & sending reminders;
5. Establishing meeting agendas & recording meeting minutes;
6. Performing minor accounting & bookkeeping duties, including monitoring of invoices & professional expenses;
7. Assisting the Administrative & Financial Manager with various spreadsheets, financial reports, etc.;
8. Making travel arrangements;
9. Supporting event organisation (e.g., conferences, project meetings, etc.)
10. Monitoring office supplies;
11. Other administrative tasks as required.

PROFILE

- You have a degree in relevant field and/or proven experience in similar administrative roles.
- You are proficient in MS Office (Word, PowerPoint, Excel).
- You are **fluent in English** (mandatory). Good communications skills in French would be a strong asset.
- Strong organizational skills, including managing your time properly & meeting deadlines, & ability to multitask are part of your skillset.
- You have excellent communication skills, both verbal & written.
- Working with minimal supervision is not a problem but you are also a team player.
- You are comfortable working for a growing young organization.

Please send your full application (CV + cover letter) **in English** to contact@erinha.eu no later than **January 15th 2021**.

Please note that:

- **[Applications will be reviewed on a rolling basis. Short-listed candidates will be contacted within three \(3\) weeks of receipt of their application.](#)**
- **[Applications in any other language than English will not be considered.](#)**