

Executive Assistant (m/f/d) – fulltime

We, the European Association for the Study of Diabetes e.V. (EASD), are looking for a qualified and motivated individual with job experience and enthusiasm who would like to take on tasks related to the EASD Executive Board. An exciting task awaits you!

Your Tasks:

- Efficient support for the Board in all administrative matters
- Scheduling, organisation, coordination and minute-taking as well as follow-ups of Board and other committee meetings, including the preparation and submission of confidential documents
- Communication with Board, committees, Managing Director, colleagues and external stakeholders
- Collating, evaluating and forwarding information required by the Board to facilitate Board decisions while maintaining the highest level of confidentiality
- Independent preparation of texts, presentations, internal and external correspondence and analyses using Word, PowerPoint and Excel

Your Profile:

- Successfully completed Bachelor's degree in Administration or comparable training
- Working experience in a comparable position
- Very well organised, structured, proactive and with a high level of resilience, discretion and flexibility
- Ability to keep an eye on current processes and find it easy to establish appropriate links
- Confident, friendly demeanour and strong communication skills
- A very good command of written and spoken English and German
- Good knowledge of MS Office, in particular the MS Office programmes Word, PowerPoint, Excel and Outlook

Your Benefits:

- Varied and challenging tasks in an international team
- Choice of free space in the car park or subsidised transportation ticket
- Flexible working hours and the option to work partly from home
- 30 days holiday per year
- Capital-forming benefits and company pension scheme

Special notes:

EASD is an equal opportunities employer. We embed the principles of equality, diversity and inclusion in everything we do. Employment at EASD is based solely on an individual's merits and qualifications, which are directly related to professional competence.

We offer a modern working environment and many challenges to an enthusiastic energetic team player and look forward to receiving your application (cover letter, CV and relevant references, earliest possible starting date and salary expectations) by **08 March 2024**.

Please send your application to: applications@easd.org

About Us:

The European Association for the Study of Diabetes e.V. (EASD) is a membership-based academic non-profit organisation. The aims of the Association are to encourage and support research in the field of diabetes, the rapid diffusion of acquired knowledge and to facilitate its application.

The EASD Annual Meeting is one of the largest diabetes-related conferences in the world and EASD is also an important player in postgraduate education. The Association is committed to develop guidelines and statements on treatments and diagnostics consistent with current research findings and best practice in diabetes management.

In 2000, the EASD increased its commitment to stimulate diabetes research in Europe by creating the European Foundation for the Study of Diabetes (EFSD). Since its inception, the EFSD has committed over €120 million to diabetes research in Europe by various funding means.

EASD is the publisher of Diabetologia, a major monthly international diabetes journal with an impact factor of 8.2 (2022).

For more information about EASD, please visit: www.easd.org.