



European College of Veterinary Surgeons

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Due to the retirement of one of our long-standing employees the ECVS European College of Veterinary Surgeons is recruiting for the role of

Administrator (40 - 50%)

for our office at the Vetsuisse Faculty of the University of Zurich.

Description

The ECVS European College of Veterinary Surgeons is a prestigious international organisation with more than 700 members from Europe and across the world. The College is managed by the Board of Regents, supported by the executive office with three employees. The College's functions are run by a number of appointed committees. The office supports these committees and manages inquiries from the surgical trainees (Residents), training programme Supervisors, exam candidates, recognised specialists (Diplomates) and other stakeholders (sponsoring partners, congress delegates, various related institutions). The office manages the examination process and annual congress, a three days event held in July each year.

The job holder supports smooth running of all office functions and acts as a point of contact for various stakeholders. He / she reports to the Operations Manager and Executive Secretary and closely works with the office team, selected committees and service providers. Special support is provided during peak seasons (Annual Scientific Meeting: one week between beginning and mid-July; board-certifying examination: one week beginning of February), when it is expected of the job holder to make him- / herself available to the ECVS for a full week incl. weekends and evenings as required.

Responsibilities

The tasks focus on, but are not limited to

- administrative coordination of the annual Diplomate recertification process
- support of the College's relations with the EBVS European Board of Veterinary Specialisation incl. maintenance of College records and preparation of statistics
- numerous supportive and coordinating tasks in the planning and execution of the Annual Scientific Meeting and post-congress follow-up
- support relations with the ACVS American College of Veterinary Surgeons and subscriptions to the joint publication *Veterinary Surgery*
- administrative and supporting tasks in the preparation and execution of the annual examination incl. post-exam documentation and archiving
- support credentials secretary with correspondence and record maintenance
- general supportive and administrative tasks such as correspondence, documentation, database and website maintenance, invoicing
- further tasks to be added depending on evolving requirements and personal skills and interests

Workload 40-50%

The weekly workload can be distributed rather flexibly. Three presence days in the office on average are expected with the occasional possibility for home-office days.

Qualifications

- thorough, quality-oriented work attitude
- open-minded, service-oriented personality
- good organisational skills, ability to set priorities, keep deadlines and manage workload during hectic times
- flexibility to take on new and short term assignments as business requires
- enthusiasm to acquire expertise in new subjects
- willingness to rethink processes and implement measures to increase efficiency, consistency and quality
- capability to repeat standard processes with consistent quality level
- flexibility in terms of working hours (occasional weekends and evening hours)
- enjoys working in a multi-cultural environment, across distances and with various levels of seniority
- experience and interest in social media communication is a strong plus

Language requirements

Excellent command of written and spoken English, good command of German (main language spoken in the office). Knowledge of other European languages is helpful.

Computer skills

- advanced knowledge of main MS Office programmes (Word, Excel, PowerPoint)
- good understanding of database queries and functions
- InDesign knowledge is a plus
- experience and interest in web design, app design, graphic design is a plus

What we offer

A versatile role in an international, growing organisation. Good working atmosphere in a small, stable team. Conditions of employment are governed by the University of Zurich.

Application

Please send your full application documents as a PDF document to Wiebke Schmidt-Reyer wschmidt-reyer@vetclinics.uzh.ch by 8.01.2020. Applications must be in English. Interviews will be held at the Vetsuisse Faculty Zurich on 7.02.2020. For further information please contact Wiebke Schmidt-Reyer (wschmidt-reyer@vetclinics.uzh.ch or 044 635 84 92).

This position opens on

To be confirmed (ideally before June 2020). The successful candidate will be expected to participate in the Annual Scientific Meeting in Valencia 29.06.-5.07.2020.