

Full-Time position (Digital and Economic Affairs Executive) at the European Healthcare Distribution Association (GIRP)

GIRP, the European Healthcare Distribution Association, is the umbrella organisation of pharmaceutical full-service healthcare distributors in Europe. GIRP has a vacancy for a full-time person, based in the GIRP office in Brussels. We are particularly interested in receiving applications from German-speaking candidates with 2+ years prior working experience in a similar position showing a high-level of commitment, attention to detail, stress-resistance, flexibility and maturity in their work. The individual must be able to work independently, be proactive and work as part of a dynamic team. Candidates must demonstrate the ability to be well structured, self-driven with ability to prioritise tasks and work to tight deadlines while maintaining the ability to be flexible to adapt to dynamic situations.

The successful candidate should be prepared to start as soon as possible – ideally by mid-April.

Duties will cover aspects ranging from administration to policy development. Specific duties may include (depending on profile of selected candidate):

- Responsible for providing updates on digitalisation and economic issues related to EU and national healthcare sectors;
- Administering the Digitalisation and Economic and Social Affairs Committees of the association (agendas, meeting documents, presentations, minutes, etc.);
- Collection, compilation and assessment of data, statistic and country reports from members;
- Drafting and preparing of documents – memos, position papers, letters, and other communications materials such as brochures, promotional materials, annual report, newsletters, briefings and other materials);
- Providing general assistance to the members of the association (dealing with requests) and responding to external requests for information;
- Event organisations and participation – taking the lead in organising seminars, webinars and conferences and attendance at relevant events.
- Recruitment of new members and relationship management with existing members;
- Extensive proof reading;
- Contributing to website and social media updates;
- Other ad-hoc duties related to the smooth and effective functioning of the secretariat of the association.

The successful candidate will have proven during the recruitment phase that s/he is able to carry out administrative tasks and duties in addition to being able to actively contribute to policy developments connected with the association. The successful candidate will also have proven this ability in a similar position of one to two years duration.

Core qualifications required:

- German & English mother tongue level (and ideally another major EU language at mother tongue level), other European languages would be an asset;

- Excellent attention to detail is a fundamental requirement for the position;
- Excellent communication and diplomacy skills, with good negotiation and persuasion abilities;
- Sense of responsibility and ability to take initiative;
- Excellent organisational skills;
- Ability to work to tight deadlines;
- Proven experience in MS Office (with particularly strong skills in PowerPoint and Excel);
- Excellent communications skills

Interested?

Then we look forward to receiving a CV and a targeted short cover letter (by email only). Please indicate your salary expectation.

Due to the high number of applications expected (and limited resources) we intend to respond only to those persons invited for further assessment. If you do not hear from us within two weeks of sending your application, you may assume you will not be invited for further assessment.

Please send your application to:

Ms Clare Birmingham

Email: c.birmingham@girp.eu

Phone: +32 2 777 99 77