

Federation of European Biochemical Societies - FEBS

Job title: Administrative Support/Assistant de gestion, Fellowships Committee
Location: Institut de Biologie Moléculaire et Cellulaire, 15 Rue René Descartes, Strasbourg
Start date: June 1, 2017
Application/deadline: April 28, 2017

Job Description

La FEBS (www.febs.org) est l'une des plus grandes organisations des Sciences du Vivant en Europe. Elle soutient la recherche en Biochimie et Biologie Moléculaire au travers d'un large éventail d'activités comprenant des bourses (research fellowships), un congrès annuel, des cours avancés, des journaux scientifiques et des prix. La FEBS recherche un(e) assistant(e) expérimenté(e) en soutien à la gestion de ses programmes de bourses (Fellowships).

FEBS (www.febs.org) is one of the largest organizations in European life sciences, supporting biochemistry and molecular biology research through a range of activities including research fellowships, an annual Congress, advanced courses, scientific journals and prizes.

FEBS is seeking an experienced administrator to assist in managing its Fellowships programmes. The various duties include: answering enquiries from prospective fellows; managing receipt, processing and correspondence for all applications; liaising with FEBS Fellowships Committee members, for example over assessments; liaising with FEBS Treasury staff over award payments; monitoring of reporting from appointed FEBS fellows; preparing summary data and reports; ensuring guidelines; organizing and attending the annual Fellowships Committee meeting; and assisting with Fellowships publicity. The administrator will work under the immediate supervision of the Chairman of the FEBS Fellowships Committee, Dr. Alain Krol.

Qualifications and experience

The administrator should have relevant administrative experience and be educated to degree level. Excellent written and oral communication skills both in French and English, as well as strong office-software knowledge, are essential. Experience of working in a scientific/academic environment would be an advantage.

The ideal candidate is expected to work pro-actively, efficiently and autonomously. He/she should: be highly organized; be able to prioritize, multi-task and streamline work processes to meet deadlines; show good attention to detail and sound judgement; have a positive attitude and customer service focus; and possess well-developed interpersonal skills.

The appointment will be a part-time CDD (21h30 per week) requiring flexibility. The salary will adhere to the salaries of the University of Strasbourg, depending on experience.

Send applications by **April 28, 2017 to Dr. Alain Krol (a.krol@ibmc-cnrs.unistra.fr)**. Documents (as a single PDF file) comprise a motivation letter (maximum 1 page) and a CV (maximum 2 pages). One reference letter should be sent separately to the same email address.