

## Project Assistant (M / F)

Located in Paris at the heart of the largest European hospital, Pitié-Salpêtrière, the Institute of Myology was created in 1996 by AFM-Telethon, a patient's organization. Its goal: Promote Myology and have it accepted as a standalone clinical and scientific discipline. The Institute of Myology coordinates, around the patient, medical care, basic research, applied research, clinical research and teaching.

### Main Purpose

Supervised by the Coordinator and project manager the main objective of this post is to provide support to the European Reference Network, EURO-NMD, and the Coordination team. This role will provide administrative support to the Coordination team at the Institut de Myology.

### Main Duties and Responsibilities

- ∅ Provide comprehensive organisational support to the EURO-NMD team.
- ∅ Act as first point of contact for the team, dealing directly with email and telephone enquiries.
- ∅ Provide comprehensive administrative support.
- ∅ Organise, maintain and continuously review office procedures (e.g. clerical support, filing, databases).
- ∅ Organise travel, accommodation and registration arrangements.
- ∅ Manage and monitor systems to ensure a smooth day-to-day working environment.
- ∅ With the Project Manager, and the Institute finance team, take responsibility for documenting project spending and handling purchase requisitions for network-related costs.

### Person Specification

- ∅ Educated to degree level (or equivalent) of Bac + 2 years.
- ∅ Significant previous experience in a relevant role, at least 3 years.

### Skills

- ∅ Able to write and speak English.
- ∅ The knowledge and ability to develop and implement new systems and procedures.
- ∅ Excellent planning, organisational and budgeting skills.
- ∅ Excellent administrative skills, including experience of setting up filing systems, preparing for meetings, managing diaries.
- ∅ Clear communicator, both orally and in writing.
- ∅ Ability to handle project-related finances including travel booking, purchase requisitions.
- ∅ Ability to work effectively in a team and relate well to others.
- ∅ Ability to manage information and to pay attention to detail.
- ∅ Ability to manipulate and analyse information for management use.

- Ø Ability to work under pressure.
- Ø Ability to prioritise workload.
- Ø Advanced user of Microsoft Office.

**Desirable**

- Ø Knowledge of EU funded projects.
- Ø Experience of international projects.

**Other**

- Ø Willing to travel internationally.

This fixed term contract, based at the Institute of Myology (Hôpital Pitié Salpêtrière, Paris 13) is to be filled on a part-time basis.

Thank you to send by e-mail your application (CV + motivation letter) to the following address:  
[recrutement-aim@institut-myologie.org](mailto:recrutement-aim@institut-myologie.org)