

Virtual Office Manager and Executive Assistant (M/F)

We are growing and need a superhero to help us deliver on our mission.

Introduction

The Virtual Office Manager and Executive Assistant plays a pivotal role in the day to day running of FH Europe's team and wider voluntary structures of the charity. Acting as a key point of contact and support for the Chief Executive, the senior internal and external stakeholders, the Virtual Office Manager and Executive Assistant works across the breadth of the charity's operations, managing and developing relationships essential to the pursuit of FH Europe's key objectives. In other words, we are looking for a 'super admin'. The completer-finisher for our leadership team, this person will hold the business together behind the scenes with fantastic administration and coordination.

Primary Purpose

To manage the FH Europe Virtual Office, support the administrative needs of the Chief Executive, the Board and the remote team members. Manage the processes that underpin the organizational structures, support ad hoc projects.

The role has a potential to evolve as the organization grows, and we look forward to this being influenced by your career goals, as long as your interest and aspirations are compatible with FH Europe's mission and phase of development.

Profile

This role is best suited for an independent person, a self-starter, who appreciates the importance of the role, the need for collaboration and support. At the same time, a person who values flexibility. Ability to navigate in a virtual office environment is key. Reliability, ownership, and attention to details will be the distinguishing traits of the best candidate. This role will be perfect for someone seeking the opportunity to be part of a potentially lifesaving mission and who enjoys working for a great cause. Anyone interested in patient advocacy and support, NGOs, loving working with incredibly smart and dedicated people, in an international environment will be happy at FH Europe.

FH Europe

FH Europe is a network of 29 patient organizations across Europe. It is a registered charity in England and Wales. The guiding purpose of the organization is to improve Europe-wide awareness, understanding, and access to diagnosis and treatment of inherited lipid conditions, (specifically FH, HoFH, Lp(a), FCS), so that all those impacted receive optimal treatment and support, resulting in longer and healthier lives. You can find out more here: www.fheurope.org, as well as on our Social Media channels.

Duties

1. Virtual Office Management

Managing the virtual office tools like SharePoint, being a first point of contact for enquiries (dedicated email address, social media), liaison with the accounting firm – FH Europe's registered address - about mail and routine correspondence. Collaboration, when necessary, with external providers – accounting firm, IT services company, marketing agency, other - mostly based in the UK.

2. Support for Chief Executive

Working closely with the Chief Executive, based in Switzerland, to support with the administrative duties associated with the day-to-day operations, diary management, meetings coordination.

3. Support for the Board of Trustees, the executive team, and advisory committees

FH Europe relies on volunteers in both decision making and support activities. The charity is led by the Board of Trustees that meets quarterly and is the decision-making, governing body of the organization. A Finance On occasion, members of the Board may require the support and advice in operational and administrative matters. Virtual meetings' scheduling, agenda and minutes management. The FH Europe executive team is very small and consists of all external and independent professionals, each largely administratively self-sufficient.

4. Special projects

Occasionally, there might be a need to support the organization with special project like the Annual network meeting (virtual or in person), awareness campaigns etc.

Essential Experience and skills

- Fluent in English, knowledge of additional European language like Dutch, French, German or Italian a huge plus
- Previous experience working in/with NGOs, non-profit, or volunteer sector or interest in such organizations is a plus
- Experience in an EA or PA role at a senior executive level, including highly professional diary management and calendar oversight is a plus
- Commitment to working collaboratively and flexibly as part of a virtual team
- Excellent written communication skills with a high attention to detail and an understanding of the needs of different audiences
- Ability to organise and prioritise own workload effectively, ability work to deadlines and communicate is crucial
- Excellent computer skills, knowledge of Microsoft, as well as fluency in navigating social media like Facebook, LinkedIn, Twitter, Instagram, YouTube
- Willingness to travel internationally once a year
- Experience with Canva, Salesforce.org and project management online tools a plus

Job Title: Virtual Office Manager and Executive Assistant

Type of contract: independent/consultant

Monthly rate: by negotiation (depends on experience, the number of hours week, location)

Hours: part time of a minimum guaranteed 20 hours per week

Benefits: flexible working hours, lots of learning opportunities, with potential for some int. travel

Location: remote/homebased (Europe)

Reporting: this role reports to Chief Executive

Application: deadline to apply is Monday, Feb 28th. Please send potential questions, your brief cover letter and CV to Magdalena Daccord, Chief Executive md@fheurope.org .