

Brussels, 16 September 2024

COCIR is looking for a Project Assistant!

[COCIR](#) (Comite Europeen de Coordination des Industries Radiologiques Electromedicales et d'informatique de Sante) is the European Trade Association representing the medical imaging, radiotherapy, and health ICT industries. Founded in 1959, COCIR is a non-profit association headquartered in Brussels (Belgium) with a China Desk in Beijing. We envision personalized and sustainable care that benefits patients, health professionals and healthcare systems. Our industry delivers innovative, data-driven, and safe diagnostic imaging, radiotherapy, and digital health solutions.

COCIR is a partner to the [Innovative Health Initiative](#) (IHI). IHI is a public-private partnership between the European Union (represented by the European Commission) and Europe's health industries, namely the pharmaceutical, medical technology, biotechnology, digital health and vaccine industries. IHI's industry partners are the trade associations COCIR, EFPIA (including Vaccines Europe), EuropaBio, and MedTech Europe.

COCIR seeks secretarial and project management support on IHI.

This position is part time and based in Brussels.

Starting date: October 2024

Tasks:

1. Project administration.
 - Monitoring and updating [IHI](#) Calendar of major events & key deadlines
2. Liaison with Project Partners
 - Administration
 - E-mail management
 - Calendar management
 - Meeting management
 - IHI related information monitoring, overview preparation
3. Assistance to Strategy and Innovation Manager
 - Preparation of materials for meetings or presentations, preparation of draft agendas and minutes
 - Assist in event, calendar, e-mail, meeting and travel organisation and coordination.

Skills:

1. Good qualifications, preferably with a background in project management and secretarial tasks
2. Fluent in English and French. Other EU languages are a plus
3. Advanced proficiency in Microsoft Office package (Word, Excel, PowerPoint Outlook and SharePoint).
4. Proficiency in other software packages is a plus.
5. Utmost attention to detail
6. team player with excellent networking skills.
7. excellent communicator.
8. accustomed to working in an international environment.
9. Experience in working with associations is a plus
10. able to work efficiently with capability to manage numerous tasks together.
11. problem solver, pro-active who is capable to prioritise and organise her/his tasks and time independently.

Please send your application including a cover letter and a CV in one pdf no later than **30 September 2024 COB** to derecque@cocir.org.

Only shortlisted candidates will be contacted and invited to an interview.