



AIM Healthcare and
social benefits
for all

Secretariat

Secretary/Assistant for AIM

AIM, the international association of non-profit healthcare payers, including mutual benefit societies, Krankenkassen and health insurance funds, is looking for a full-time secretary with a limited contract. If you like to work in a dynamic, international team in an international association with members in Europe, Africa, the Middle East and Latin America, please apply for the following tasks and responsibilities:

Tasks

- Assisting the Executive Director as well as the team
- Coordination of agenda
- Support of accounting and other administrative tasks
- Support organisation of events and working groups
- Organisation of business trips
- Administering the data base
- Writing minutes of meetings

We are looking for the following profile:

Profile

- Qualification as secretary / in office management
- 2 to 5 years' experience as secretary/office management
- Excellent knowledge of Microsoft office
- Excellent knowledge of French, English and if possible other languages
- Team player, engagement, and flexibility
- High degree of loyalty, discretion, and communication skills

Please apply by sending a motivation letter as well as your CV to Cristina.Vallina@aim-mutual.org

Closing date for applications: 16 March 2021