

ASSISTANT MANAGER REGISTRATION

Non-profit sector, Utrecht

ECNP is currently seeking a registration person for its congresses and meetings. The ideal candidate will have at least two years' work experience in a registration department and is fluent in Dutch and English (spoken and written).

Tasks and responsibilities

- Handle the registration of our annual congress from 2020 onwards (approx. 5,000 participants)
- Handle the applications and registrations of our smaller meetings
- Administer abstract submissions
- Answer in an efficient and quick way e-mails and telephone calls
- Co-ordinate with IT supplier regarding software systems, online forms and on-site equipment management
- Work together with bookkeeper regarding congresses & meetings finance
- Report to the project manager
- Perform other related tasks as needed

Criteria

- Fluent in Dutch and English, spoken and written
- Experience with registration of (international) meetings at a PCO or scientific association
- Working experience at HBO-level
- Operate in a highly structured and deadline-driven environment
- Work effectively in a team
- Service minded
- Attentive to detail
- Flexible and pragmatic
- Eager to learn
- Able to work independently
- Preferably live in the Utrecht area, and be willing to go abroad for the congress

Conditions

- Fulltime 36 hours/week
- A long-term position starting with a temporary contract from 15 August 2019
- Competitive salary and benefits that include a pension plan, 180 hours vacation and guaranteed 13th month

Process

To apply, please send a motivation letter and CV in English to Melinda Spitzer at secretariat@ecnp.eu before 15 May 2019. In your letter you should make clear why you feel you are suitable for the job. Please do not apply if you do not meet most of the above-mentioned criteria.

The interviews will take place on 3 and 4 June with a possible second interview on 14 or 17 June. The function starts per 15 August 2019.

Acquisition in response to this vacancy is not appreciated.

About ECNP

ECNP is an independent, non-profit European scientific association dedicated to translating advances in the understanding of brain function and human behaviour into better treatments and enhanced public health.

The association's activities are co-ordinated by the ECNP Office and its staff of 16, located at the Uithof, Utrecht. These activities include organising a wide range of scientific and

educational activities, meetings and congresses across Europe. Further information can be found on our websites www.ecnp.eu and <https://2019.ecnp.eu/>.