

Job Advertisement Member Services Officer – EURAMET e.V.

EURAMET e.V. is a non-profit association under German law, whose members are the National Metrology Institutes from 39 European countries.

We coordinate measurement research, the traceability of measurements to the SI units, the international recognition of national measurement standards and oversee the system in Europe for the mutual recognition of calibration and measurement capabilities between countries. Through knowledge transfer and cooperation among our members, EURAMET facilitates the development of national measurement infrastructures. EURAMET is also responsible for implementing metrology research programmes jointly funded from national sources and the EU's framework programmes.

As a part of our international secretariat, less than 10 persons, you'll support a vibrant community of experts dedicated to advancing the science of metrology. This role offers a unique opportunity to be at the heart of an organization that drives innovation and precision in measurement science across Europe. You'll work closely with professionals from diverse backgrounds and cultures, ensuring the smooth operation of initiatives that have a significant impact on industry and society.

EURAMET is looking for Member Services Officer for its Secretariat.

Your missions and areas of responsibility are:

- **Event and Meeting Coordination:** Plan, organize, and manage events and meetings, including logistical arrangements to ensure seamless execution.
- **Stakeholder Communication:** Facilitate effective communication with stakeholders, ensuring timely and accurate information exchange.
- **Member Support:** Provide administrative assistance to EURAMET members, addressing their needs and queries promptly.
- **Website Management:** Update and maintain content on the EURAMET website, offering editorial support to ensure accuracy and relevance.
- **Event Participation:** Actively participate in various activities and events, representing EURAMET as needed.
- **Secretarial Duties:** Perform a range of general secretarial tasks, including managing correspondence, scheduling, and other office duties.
- **Document Management:** Handle the preparation, editing, and management of documents, ensuring they meet editorial standards and are appropriately archived.

Correspondence with members and within secretariat is in English.

Requirements profile:

- Good knowledge of MS Office, in particular Word and PowerPoint
- Fluency in English, both spoken and written (level B2)
- Ability to work independently
- High level of flexibility and self-organisation
- Ability to work in a multinational organisation that serves the varying cultural needs of its members, connecting people and their different interests
- Good communication and team skills as well as cultural openness
- Willingness to travel on business

Knowledge on metrology and website content management systems (such as TYPO3) are an advantage.

Only candidates holding a valid EU work permit will be considered. The position is located in Braunschweig, Germany. The initial contract is limited to two years, but an extension is possible and planned. Employment will be for 39 hours per week and includes 30 days' paid holiday, 24 and 31 December as paid days off and flexible remote working arrangements.

The EURAMET e.V. office is located on the park-like science campus of the Physikalisch-Technische Bundesanstalt and is easy to reach for motorists, cyclists and users of the Braunschweig bus service. Free car parking is available. There is third-party day-care on the campus. The PTB canteen's offerings are available to EURAMET e.V. employees.

Further information is available at www.euramet.org and from Mr. Ömer Altan, EURAMET Member Services Manager, E-mail: omer.altan@euramet.org.

Please submit your application to Mr. Jan Rethmeier, EURAMET Legal Advisor, E-mail: jan.rethmeier@euramet.org.

We kindly ask you to submit the cover letter of your application and the CV in English language. Closing date for applications is 4th November. The interviews will be held starting mid-November.