

## The World Medical Association, Inc.

### Department/Division: The World Medical Association, Inc.

The World Medical Association (WMA) is the global federation of National Medical Associations representing the millions of physicians worldwide. Acting on behalf of patients and physicians, the WMA endeavors to achieve the highest possible standards of medical care, ethics, education and health-related human rights for all people.

**Position title:** Administrative assistant

**Position purpose:** Learn as an assistant to various administrative and general organisational work at the Non-profit organisation.

**Duties and responsibilities:** Assist the Secretariat (Office secretary and Operations Manager)

#### Qualifications

**Field/s of study:**

- Management and administration
- Secretarial and office work
- Accounting and taxation

**Level of study:** not relevant

**Professional competencies:** experience at the non-profit organisation

**Key competencies/Language skills:**

- English - Proficiency (Required)
- French - Intermediate (Preferred)
- Spanish - Intermediate (Preferred)
- Russian - Intermediate (Preferred)

**Key competencies/Computer skills:**

- Word processing - Independent user
- Spreadsheets - Independent user
- Web Editing - Basic user
- Databases - Basic user

**Key competencies/Other:**

- Planning & Organizing
- Time Management
- Adaptability/Flexibility

#### How to apply

Please send CV, cover letter by 30/09/2015 at the latest.

#### Facts

**Economic sector:** Activities of membership organizations

**Size:** staff 1 to 20

**Working language/s:** English

**Type of work placement:** Internship

**City/Country:** Ferney Voltaire France

**Earliest start date:** 01/12/2015

**Latest start date:** 13/12/2015

**Duration:** 6 months

**Remuneration:**

**Financial contribution:** 800 EUR/month

**Contribution in kind:**

- accommodation

#### Application

**Required application documents:** CV, cover letter

**Application deadline:** 30/09/2015