

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 15/11/2015 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: 01/02/2016

Latest start date: 15/02/2016

Duration: 6.0 months

Remuneration:

Financial contribution: 800 EUR/month

Contribution in kind:

- accommodation

Application

Required application documents: CV, cover letter

Application deadline: 15/11/2015