Job Description

Administrative Manager
for EHDN (0.80 – 1.0 FTE)

The European Huntington's Disease Network (EHDN) is a clinical network involving researchers, medical professionals, and people and their families affected by Huntington's disease (HD), a rare genetic disorder affecting movement, mood and cognition. The mission of EHDN is to find effective treatments and improve clinical care of people affected with HD.

EHDN is seeking to recruit an Administrative Manager as soon as possible to support the EHDN/Enroll-HD Management Team/located at Cardiff University. The role will also provide assistance to EHDN/Enroll-HD management team members located throughout Europe. The post-holder will be primarily responsible for administrative support tasks, and may be asked to provide support for specific project management tasks as required.

Job description:

Key Responsibilities:
- Support the EHDN/Enroll-HD Management team with meetings: scheduling, prepare agendas and relevant meeting materials, take minutes, identify and track relevant action items
- Provide calendar management for Management team members as requested
- Assist with document management: tracking revisions, formatting, proof-reading and editing, and drafting of documents as directed by Management team members
- Prepare and maintain trackers and reports as directed by Management team members
- Assist Management team members with preparing presentations
- Carry out electronic filing of documentation in shared drives and assist with filing study documentation in Trial Master Files for Enroll-HD and associated platform studies.
- Assist Management team members with expense reports and travel bookings
- Process invoices and carry out related administrative tasks in company database
- Carry out specified project management support tasks relating to the Enroll-HD study and associated platform studies activities as directed by Management team members
- Work with EHDN Central Coordination team in Germany, especially regarding Meeting and Event Management

Essential Requirements:

- Completed (university) degree, ideally in Business Administration, international management or similar, or equivalent relevant professional experience
- High level of proficiency with MS office applications including Outlook, Excel, Powerpoint and Word
- Ability to take minutes in meetings
- Ability to identify, track and follow up on action items from meetings
- Experience managing multiple stakeholders and competing timelines
- Ability to demonstrate excellent organisational, analytical and time-management skills
- Ability to demonstrate strong interpersonal skills and to work in a team.
- Excellent English written and oral communication skills
- Ability to demonstrate an attention to detail
- Ability to quickly learn new tasks and get familiar with new projects
- Flexibility and willingness to travel
- Self-motivated and able to take initiative when appropriate

Desirable:

- Professional experience in administrative/project management
- Experience with project management tools (e.g. Gantt charts, MS Project or other Project Management softwares)
- Exposure to a research environment
- Experience of working across time zones/ working with non-native English speakers
- Experience of, and willingness to work remotely

Please send you English application to Jenny.Callaghan@Enroll-HD.org