

ESRS Business Administrator (50%)

The European Sleep Research Society (ESRS) is a scientific, not-for-profit organization founded in 1971. It promotes all aspects of sleep research and sleep medicine and has more than 1,500 individual members from all over Europe and the rest of the World, and 10,000 affiliated members of 33 national sleep societies in Europe. With annual congresses, scientific and educational publications and various other activities, the ESRS is the leading actor in Europe in Sleep Medicine and Sleep Research.

To strengthen its administrative and operational staff, the ESRS is looking for a **Business Administrator** who will be in charge of the society's administrative tasks and financial obligations and help raising funds to support research and educational activities.

In this exciting position, you will serve the ESRS board according to the society's objectives and needs. You will be responsible for taking care of the financial and administrative duties of the ESRS, ensure the timeliness of the society publications such as the ESRS Textbooks, and support the ESRS Treasurer in keeping complete and accurate books on the receipts and expenditures of the society. Job description

The ESRS Business Administrator shall be available to the members of the board, committees and task forces for administrative and financial issues and is working under the responsibility of the ESRS Treasurer.

Administration

- Administer ESRS memberships and associated financial issues
- Administer ANSS memberships and associated financial issues
- Organize ESRS Sleep Medicine Textbook sales, storage, and shipping
- Administer ESRS grants and ESRS Sleep Science School
- Store and archive contracts, legal documents and accounting documents in accordance with legal requirements
- Support committees and task forces (organize committee and task force meetings
- and provide participants with necessary information; participate and keep minutes)

Accounting

- Handle ESRS accounts and payments (e.g. ESRS membership, ESRS Sleep Science School, ESRS Textbook sales, ESRS Examination in Sleep Medicine)
- Support the ESRS Executive Manager in providing budget, end-of-the-year financial statement and preparing annual Treasurer report
- Support the ESRS Executive Manager in preparing documents for independent audit, tax declaration and tax office requests in collaboration with ESRS tax advisor
- Support the ESRS Executive Manager in managing ANSS financial activities and providing annual financial report to ANSS

Congress Management

- Support the Professional Congress Organizer (PCO) in charge of the organization of the ESRS meetings to ensure on time delivery, while respecting budget constraints
- Support the congress destination selection process
- ESRS Representation & Community Relationships
- Represent the ESRS at Congresses and at other congresses where ESRS is present

QUALIFICATIONS & SKILLS

Essential

- Financial and administrative management skills
- Excellent interpersonal and communication skills
- Proficiency of German and English language
- Excellent organisational skills and strong attention to detail
- Problem-solving experience
- Understanding of not-for-profit organizations and of the workings of societies
- Adept at proactive planning and forward thinking
- Ability to prioritise and manage multiple tasks concurrently

Desirable

- Experience with international scientific organizations or setting or a similar professional society
- Experience of organising large scale international medical conferences / events

Working hours, working conditions (f.ex leave arrangements, open-ended employment), location and salary by arrangement

Application

Applications are to be sent in PDF format by email only to Maria Wiechmann (maria.wiechmann@esrs.eu).

Closing date is July 31, 2020