



FEDERATION OF VETERINARIANS OF EUROPE

The Federation of Veterinarians of Europe (FVE) is a Federation of 44 national veterinary organisations across 38 European countries. Through its members, FVE represents more than 200 000 veterinarians. FVE's mission is to strive to promote animal health, animal welfare and public health. FVE aims to support veterinarians in delivering their professional responsibilities at the best possible level, recognised and valued by society.

Members

Austria
Belgium
Bosnia-Herzegovina
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
FYROM
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Lithuania
Luxembourg
Malta
Montenegro
Netherlands
Norway
Poland
Portugal
Romania
Serbia
Slovak Republic
Slovenia
Spain
Sweden
Switzerland
Turkey
United Kingdom

Observers

Albania
Ukraine

Sections

UEVP
Practitioners

EASVO
State Officers

UEVH
Hygienists

EVERI
Veterinarians in
Education, Research
and Industry

The FVE secretariat is located in the heart of Brussels. It is responsible for the daily management of the Federation and for policy development and political lobbying. FVE maintains strong relations with its member organisations, EU institutions and many other international organisations.

FVE is currently looking for a

SECRETARY (fulltime)

Your responsibilities:

- You are responsible for the smooth running of the FVE office & administration
- You support team members with secretariat support
- You organise travel, hotel and overall meetings arrangements
- You answer phones, organise postal mail, ..
- You type correspondence, reports and other documents
- You need to maintain a very efficient client database and filing system

Your profile:

- Minimum 2-3 years' experience
- You have an excellent command of English (verbal and writing skills) (any other language an asset)
- People minded & diplomatic with outgoing communication skills
- You have good organisational skills
- You are efficient and accurate
- You are able to handle occasional busy periods and propose solutions
- You have good IT skills (Word, Excel, Powerpoint, ...)
- You are an enthusiastic and motivated team player
- You are willing to travel occasionally

We offer:

- Position in an exciting international environment and in a small, but highly motivated and active team
- Salary in line with your experience and qualifications
- Start as soon as possible

If you are interested in applying for this position, please send your letter of intent and CV, **before 31 January**, to job_secretary@fve.org. For questions, please call 02 533 70 20.

President

Christophe Buhot

Vice-Presidents

Hans-Joachim Götz
Robert Huey
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