

Events and Administration Assistant

Full time, 12-month contract with option to extend/make permanent

€28K to €30K per annum, depending on experience

Reports to Head of Development and Events, and Director of Operations, France

Location: Paris, France | Primary working language: English

Overview

This is an exciting moment in CEPR's almost 40-year history, as we have recently opened a Paris office, supported by a consortium of French public and private sector institutions, and are in the process of expanding our activities in France. As part of this growth, we are seeking an Events and Administrative Assistant to work on a range of events, and in particular on the Paris Symposium which will take place in Paris in the late spring of 2022.

Key Objectives

Reporting jointly to the Head of Development and Events (HofDE) and the Director of Operations, France, you will be responsible for the organization and implementation of a range of events and will assist in the development and implementation of improved operational systems within the Team and the Centre as a whole, as well as provide administrative support as required. CEPR's conferences, workshops and dissemination meetings, taking place online, in hybrid format or physically once no longer affected by Covid-19, involve participants from widely dispersed institutions, who rely on the Centre's efficient co-ordination and central administration to ensure the success of the meetings. At any one time, you will have to manage a considerable number of meetings at different stages of development, and you will therefore be a skilled multi-tasker.

Key Tasks

Events Coordination

- Providing administrative support for a number of specific conferences and workshops, primarily focusing on CEPR's flagship annual symposium in Paris, under the guidance and supervision of the HofDE and the Director of Operations, France. You will have direct contact with academic and local organisers and will be responsible for
 - the preparation and circulation of invitations, programmes and papers;
 - marketing events on various social media channels;
 - arranging livestreaming and online video conferencing facilities;
 - collating registrations;
 - creating local information documents and online event guidelines;
 - inputting information into our databases;
 - collating travel details and rooming lists;
 - and setting up/updating meeting websites.
- Identifying suitable physical venues, hybrid facilities, accommodation and catering facilities, and negotiating contracts with suppliers.
- Checking/coding expense claim forms; dealing with/generating invoices and keeping track of standalone event budgets as well as budgets that are part of larger projects run by CEPR's projects team.
- Researching, compiling, and maintaining a local mailing list for dissemination meetings and launch events in Paris, with guidance from the Director of Operations.
- Keeping the events website pages up to date.

General

In addition to the key tasks detailed above, the post holder will be expected to carry out ad hoc duties as specified by the HofDE and the Director of Operations, France to achieve the objectives of the Events Team,

and of the Centre as a whole, including as they relate to the expansion and relocation of CEPR's headquarters from London to Paris.

Person Specification

The successful candidate will be tactful, diplomatic and be able to coordinate events across a widely dispersed group of researchers whilst in parallel handling administrative tasks of varied complexity.

In addition he/she will:

- Be a university graduate, or have a BTS in communications or administration, or have extensive experience of physical and online events management, including managing budgets.
- Have demonstrable organisational skills appropriate for a highly multi-tasked environment, with excellent time management skills and an aptitude for the coordination of activities with geographically dispersed and remote teams.
- Have excellent interpersonal communication and teamwork skills.
- Be meticulous and able to operate at high levels of accuracy.
- Have experience using online event platforms such as Zoom, Microsoft Teams and/or other systems.
- Have excellent written English skills and experience with drafting documents.
- Have a high degree of familiarity with MS Office productivity software (Outlook, Word, Excel, Access etc.)
- Proficiency in French (written and spoken) preferred. Other European language(s) a plus.
- Right to work in the EU and ability to undertake restriction free travel (including to the UK) is essential.

To Apply

Applications should be made by submission of a cover letter and CV in English to jobs@cepr.org, quoting "EAA22-SP".

The deadline is 5pm on Friday 4 February 2022 however, applications will be reviewed on a rolling basis.

About Centre for Economic Policy Research

CEPR is an independent, non-partisan, pan-European non-profit organization. Its mission is to enhance the quality of policy decisions through providing policy-relevant research, based soundly in economic theory, to policymakers, the private sector and civil society. The results of the research conducted by the Centre's network of over 1,700 affiliated researchers are disseminated through a variety of publications, public meeting, workshops and conferences.