Job title: Assistant to the “Rare Disease Task Force”

Job Description:
Assist the leader of the Rare Disease Task Force: manage her diary schedule and international activities, organise meetings and workshops.

Team:
Team of 25 dedicated professionals, including physicians, pharmacists, biologists, information scientists and computer experts.

Training and experience:
This position is for someone whose mother tongue is English. A past experience in the scientific or medical field would be a plus. The position requires skills in information technologies in general.

Contract:
1 year contract, renewable

Salary:
Depending on qualifications and past experience, according to the public-sector scale

Timing:
38.30 h per week and 47 days vacation. Flexible hours.

Employer:
INSERM
101, Rue de Tolbiac
75654 PARIS Cedex 13

Location:
INSERM SC 11
Hôpital Broussais
96 Rue Didot
75014 PARIS

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