



Job opportunity at Status Plus BV, The Netherlands

Job title:	Association Coordinator
Starting date:	1 July (or sooner)
Hours per week:	40 (1 FTE)
Location:	Wormerveer, Zaanstad, The Netherlands

Who we are...

We create global connections for a healthier world! We are Status Plus, an international Association Management Company (AMC) with offices in the US and Europe. Since 1992, we have been focusing on providing high-end management services to professional medical and health care organizations. We have a proven track record of organizing numerous successful scientific and educational meetings, events, conferences, and symposia around the globe, both in-person as well as virtually.

Together with our clients we are committed to improving access to affordable and high-quality health care around the world. We do that by facilitating and supporting professional networks of health care experts around the globe who are focused on exchanging knowledge, skills, and expertise in a variety of health care disciplines. Our impeccable ethics combined with our high level of diverse expertise allow us to meet all our clients' needs and ensure that their success will always be our primary objective.

Your position...

As the Association Coordinator, you will assist with day-to-day operations of international professional medical associations. You will actively support and interface daily with (executive) management, association leadership (Board of Directors) and committees to provide continuous support, including the planning of their meetings, attending and recording the proceedings (minutes) of their meetings, and ensuring that decisions and actions are being implemented and followed up. You will also be directly supporting the associations' various committees, working groups, and special interest groups, and together with your colleagues you support the implementation of the educational programs, webinars, meetings, and other activities being developed by those groups. You will work under the direct supervision of our association managers and/or executive staff.

You are able to work independently but thrive well in a collaborative working environment with driven and committed colleagues. As this is a highly visible position in the organization and as you will directly correspond with association leadership and members, you have excellent written and verbal communications skills in English. You also have, or are eager to develop, good knowledge of the (medical) fields and the core programs, strategic plans, operations, projects and activities of the associations you support. You feel comfortable acting in a truly international environment and with healthcare professionals, and as a consequence, you understand that a flexible attitude towards working hours is mandatory to succeed in this position.

What you'll do...

- Work closely with and within Executive Committees, Boards, Standing and Ad Hoc Committees, Special Interest Groups, Members, Related Organizations, Affiliates, and suppliers and provide support in daily communications
- Coordinate all requirements for Executive Committee, Board, Committee, Sponsor and Project meetings and provide preparatory and on-site support
- Prepare and coordinate the Associations General Assemblies (Business Meetings)
- Record proceedings of all meetings (minutes), register decisions and actions of meetings, distribute minutes and action lists and ensure appropriate follow up
- Coordinate and support appointment (applications), renewals, and end-of-term communications to leaders and members



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- Respond to inquiries in a timely, professional and courteous manner, and direct inquiries to the appropriate team members when applicable
- Reply to general information requests (mail, email or phone) with the accurate information.
- Occasional evening or weekend work may be required
- Occasional travel for meeting with clients at conferences will be part of this position

What you bring to us...

- You have a relevant Bachelor's Degree (HBO or WO)
- You have at least 2 years of relevant working experience
- You are organized and able to multitask and you always pay attention to detail
- You are highly proficient in English (required C1/C2 or native speaker)
- You have excellent verbal and written communications skills and well-developed interpersonal communication skills
- You have experience working with Microsoft Office Suite
- You have the ability to work well in both functional and cross-functional team environments.
- You have the ability to work independently towards execution of projects initiated under direction of committee, other leadership teams and/or association manager(s).
- You have the ability to maintain organized paperwork, files, records, and originate routine correspondence in response to inquiries.
- You are willing to travel domestically and internationally.
- You feel comfortable in changing international environment.

In return, we offer you...

By joining our team, you'll become a part of our mission to create a healthier world and will have the ability to make a true impact. You'll get the chance to rapidly learn, progress and develop your skills in a unique, friendly, and open international working environment. Our hybrid work model (combination of in-office and remote work) and great benefits will support a happier and healthier you. Besides a great salary with generous paid time off and an employee profit share plan, we also have great team outings, employer contributions to your retirement plan, and a yearly vitality budget.

Yes, we are looking for you!

Don't hesitate any longer and come on board! Send us an email with your motivation letter indicating why you are the ideal candidate for this position and don't forget to include your CV. Address your application, or any query you may have, to Mr. Oscar Rangel, CHRO. Of course, you will always get a speedy reply from us and if you're shortlisted then we will further contact you during the selection process as well.