

## Vacancy Administrative Support Services

### About the Job

The Committee for the New Care Centre, a collaborative initiative of local healthcare organisations, the Stata government, and the Ministry of VWS of the Netherlands, is seeking a provider of comprehensive administrative support services. You will be dedicated to ensuring that our meetings and tasks are managed efficiently, allowing our team to focus on strategic goals related to the realisation of the New Care Centre for Stata.

### Job Duties

You will offer the following administrative support services to our committee:

#### Meeting Minutes Documentation:

- Attend weekly meetings in person and document detailed minutes.
- Record attendance and any absences of committee members.
- Ensure minutes are accurate, concise, and distributed promptly to all members for feedback, and assist in making final decisions thereafter.
- Maintain an organised archive of past meeting minutes for easy reference.
- Manage time effectively and assist the chair in ensuring meetings finish on time.

#### Sending Reminders:

- Send timely reminders to members about upcoming meetings, deadlines, and tasks.
- Ensure all members are informed and prepared for their responsibilities with the appropriate documentation.
- Assist with the preparation and distribution of the agenda and supporting documentation prior to each meeting to facilitate an orderly and efficient meeting.

#### Follow-Up on Action Lists:

- Track and follow up on action items generated during meetings.
- Help ensure tasks are completed within the specified timelines by sending reminders to committee members.

#### Other tasks may include:

- Conduct non-complex documentation research.
- Contact external entities on behalf of the Committee.
- Serve as the point of contact for external parties for the Committee for the New Care Centre.
- Provide both requested and unrequested suggestions for the quality improvement of meetings.

#### Specific Requirements:

- Higher professional education (HBO) level.
- At least 3 years of relevant work experience in a similar role.
- Experience in project management and administrative support.

#### Required Skills/Abilities:

- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Experience with project management software is a plus.

- Skilled in taking minutes of meetings, including recording action points and decisions.
- Strong in following up on action points and deadlines.
- Excellent command of both Dutch and English, both spoken and written.
- Excellent communication skills.
- Ability to maintain contact with various stakeholders.

Personal Attributes:

- Proactive and solution-oriented.
- Accurate with attention to detail.
- Flexible and stress-resistant.

Other Requirements:

- Availability to work occasionally outside regular working hours.
- Discreet and confidential handling of sensitive information.

Service Duration and Commitment

We offer an initial contract for a 3-month period to assess the effectiveness and fit of your services. Upon evaluation of the initial period, a contract term of 18 months can be agreed upon. You will be required to be physically present at our weekly meetings to ensure seamless execution of tasks and responsibilities. An expected time investment of approximately 8 hours per week is anticipated.

Confidentiality

The Committee will be dealing with confidential information. The successful candidate will be required to sign a Non-Disclosure Agreement (NDA) to safeguard all sensitive information.

Interested?

Please email a cover letter, CV, and quotation by 21 August 2024 to Duo Brandits at [getit@duobrandits.com](mailto:getit@duobrandits.com). Questions can be directed to Vanessa Rouse or Shandra Rouse at the email address mentioned above. We strive for diversity in our team and encourage candidates from diverse backgrounds to apply.