

ITCC Office Assistant (English fluent)

Paris/Villejuif, France (metro line 14)

ITCC is looking for a dynamic, organised, meticulous and self-motivated person to join its office. The selected candidate will help ITCC in all the different office tasks requested and report to the ITCC Director of Operations.

ITCC is an academic European Consortium and a non-for-profit organisation registered in France. ITCC promotes the development of innovative therapies for children and adolescents with cancer. The network is composed on 69 paediatric investigating centres and 25 paediatric cancer research laboratories in 18 countries. ITCC collaborates with C17 in Canada and ANZCHOG in Australia. ITCC works closely with advocates who are deeply involved in the governance and activities of the network. ITCC works closely with pharmaceutical companies to evaluate their drugs in paediatric malignancies.

www.itcc-consortium.org

Main tasks will include:

Support to the Director of Operations

- Handle administrative requests
- Maintain contact lists
- Assist in all the logistics aspects of events including registration, travel, accommodation, venue, catering and others

Other administrative tasks on behalf of the Director of Operations as required.

Support to the Education and Training Committee

- Coordinate visio & F2F meetings and prepare reports
- Organise the Training Days and Nursing Days every two years
- Prepare documents within the scope of fellowship applications

Other administrative tasks on behalf of the Education and Training Committee as required.

Skill specifications, profile and experience

- Fluency in spoken and written English (working language)
- Proven professional experience in administrative or personal assistant roles
- Excellent organizational and time-management skills
- Proficiency in MS office packages
- Ability to multi-task and work flexibly and adaptively
- Excellent attention to detail and commitment to quality
- Excellent interpersonal and relationship management skills
- “BTS SAM” or equivalent would be a minimum requirement
- Ideally interest in health

Please email your CV and motivation letter to itcc.network@gmail.com

Deadline: **26th October 2026**

