



We are looking for a **Team Assistant**

to become our fifth team member. You will be working part-time (20h a week) at the World Sepsis Day Head Office in Berlin, Germany, and remotely.

The [Global Sepsis Alliance \(GSA\)](#) is an international non-profit organization with the mission to provide global leadership to reduce the worldwide burden of [sepsis](#).

World Sepsis Day is an initiative by the GSA and has been established in 2012. Every year on September 13th, supporters all around the globe organize countless events to raise awareness for sepsis. For more information, please visit [global-sepsis-alliance.org](#) and [worldsepsisday.org](#).

Tasks

- You assist the team as needs arise – drafting documents, scheduling meetings, making travel arrangements, bank transfers, and more
- You support individual projects and preparatory accounting
- You organize team events and think about new formats and concepts
- You are an active contributor to the team and make sure the team members find the best conditions to thrive

Requirements

- You are a true organizational talent, proactive, and a person you can always rely on
- You have everything in view and keep a cool head even in stressful situations
- You can familiarize yourself with new tasks quickly and easily
- Excellent written and verbal communication skills in English (German helpful, but not mandatory)
- You like to work independently and don't need constant instructions 'from above', but think proactively
- Experience in the field of office management, project management, in the event, hotel, or restaurant industry, or as an assistant is an advantage, but not a must. It is more important to us that you bring the right attitude and that you are an organized and positive person.

We offer

- A diversified, exciting challenge in a growing and purpose-driven organization
- Opportunity to help shape sustainable structures in this young non-profit organization with flat hierarchies
- Opportunity to involve yourself in global projects, possibility to increase hours or to be promoted to project manager in the future

If you can identify yourself with the above requirements, we look forward to your application documents via [global-sepsis-alliance.org/jobs](#). We ensure absolute discretion. The GSA is an equal opportunity employer.

Your contact:

Marvin Zick

Email: Marvin.Zick@global-sepsis-alliance.org

Phone: +49 1511 9464773

President

Niranjan 'Tex' Kissoon

Vice Presidents

Abdulah Alhawsawi

Dennis Kredler

Ron Daniels

Founding President

Konrad Reinhart

General Manager

Marvin Zick

Executive Committee

Abdulah Alhawsawi, SA

Brett Abbenbroek, AU

Daniela Souza, BR

Dennis Kredler, BE

Emmanuel Nsutebu, AE

Imrana Malik, US

Maha Aljuaid, SA

Niranjan 'Tex' Kissoon, CA

Ron Daniels, GB

Shevin Jacob, UG

Founding Organizations

World Federation of Societies of Intensive and Critical Care Medicine

World Federation of Pediatric Intensive and Critical Care Societies

World Federation of Critical Care Nurses

International Sepsis Forum Sepsis Alliance

Contact

Niranjan 'Tex' Kissoon

+1 604 875 2507

President@global-sepsis-alliance.org

Marvin Zick

+49 30 450551416

Marvin.Zick@global-sepsis-alliance.org

Visitor Address

Global Sepsis Alliance

c/o Charité University Hospital

Hindenburgdamm 27

12203 Berlin

Germany

We support

World Sepsis Day – September 13

worldsepsisday.org