



We are looking for a  
**Team Assistant**

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

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 13<sup>th</sup>, supporters all around the globe organize countless events to raise awareness for sepsis. For more information, please visit [www.global-sepsis-alliance.org](http://www.global-sepsis-alliance.org) and [www.world-sepsis-day.org](http://www.world-sepsis-day.org).

## Tasks

- You assist the team as needs arise – scheduling conference calls, making travel arrangements, preparing documents, making bank transfers, and more
- You support individual projects and preparatory accounting
- You organize team events and think about new concepts and formats
- You are the “good soul” of the team and make sure everybody finds the best conditions

## Requirements

- You are a true organizational talent, proactive, and a person you can always rely on
- You have everything at a glance and keep a cool head even in stressful situations
- You can familiarize yourself quickly and easily with new tasks
- Excellent written and verbal communication skills in English (German helpful, but not mandatory)
- You like to work independently and do not 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

- Diversified, exciting challenge in the fast-growing healthcare sector
- 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 [www.global-sepsis-alliance.org/jobs](http://www.global-sepsis-alliance.org/jobs). We ensure absolute discretion. With equal qualifications, severely disabled are preferred.

### Your contact:

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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**

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We support  
**World Sepsis Day – September 13**  
[worldsepsisday.org](http://worldsepsisday.org)