



HE Space is a successful international space company. For 40 years, we have been supporting our customers with qualified experts in the field of engineering, science and administration. HE Space has joined forces with CS Group to lead the engineering and digital space market in Europe and to provide highly skilled consulting.

Medical Assistant

Key Tasks and Responsibilities

Within the ESTEC Medical Service's team, the Medical Assistant will provide support for the overall health and wellbeing of the ESTEC employees. The Medical Assistant will efficiently manage through e-mail, telephone, meetings the maintenance of the documentation related to the Estec employee's health and the appointments' administration. The position will also include support in carrying out contact tracing in cases of Covid-19 infections:

Specific tasks include:

- Support for the annual medical examinations, basic laboratory tests, collecting a preparing laboratory specimen;
- Assisting a preparing employee for examinations;
- Triage medical emergencies;
- First Aid, basic life support skills, bandaging and treatment of minor ailments;
- Repatriate the results of biological examinations, ECGs, vision tests, hearing tests and lung function tests;
- Administration of confidential data related to HR matters in line with applicable regulations;
- Digitalization of medical records;
- Data input and maintenance of several systems including SAP Human Resources, medical software Cority/cohort Management System, MAS, Lotus Notes, MS Excel and MS Access databases, electronic archives, shared drives etc.

Skills & Experience

You will have the following qualifications and relevant experience:

- **The candidate should be a registered nurse in The Netherlands or close to get the registration;**
- At least Master level (or equivalent) in a relevant scientific discipline;
- Minimum of 4 years' experience in a General Practitioner practice as Medical Assistant;
- High level of flexibility and positive attitude towards teamwork;
- Ability to work in a multi-cultural environment;
- Ability to maintain high level of organization and efficient output;
- Ability to work well with information technology resources, such as such as SAP, Cority/Cohort MS Office applications (Excel, Access, Word, PowerPoint), Lotus Notes and other databases.

This job is located in **Noordwijk, The Netherlands**.

Passionate about people and passionate about space

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to Leandros Foteinias, by clicking on the button "Apply for this job" quoting job **NL-HP-24132**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA