



WELCOME

Introducing - A powerful
international network.







What is the European Management Assistants Association (EUMA)?

European Management Assistants is a non-profit, international quality network of management support professionals who focus on their personal development and on the future of their profession within the economy.

European Management Assistants was founded in 1974 and is currently represented in 26 countries, it is unique because of its pan-European dimension. It is the only European Association offering members access to a professional network encompassing a vast range of business cultures, languages and lifestyles. At the same time it is a network where everyone can be on common ground and amongst friends.



The aims of the Association

To be the recognised voice of the management assistant profession in Europe:

- by forming a **network** of highly competent management assistants able to advise on professional development;
- by providing a forum for management assistants, employers and educators to promote an understanding of the **training**, experience and career opportunities necessary for the development of its members;
- by creating an **image** of the management assistant as an essential element of the management team.

How is the Association administered?

The Association is administered through the membership by the Council which meets twice a year and consists of:

- the Association's officers (European Committee);
- three elected representatives from each National Group: National Chairman, National Treasurer, National Public Relations Officer;
- three Affiliate members representing Employers, three Affiliate members representing Educators;
- the Founder

The affairs of the Association are controlled by the members at the General meeting which takes place once per year.

be part of a unique European association

have access to a local and Europe-wide professional network

meet members with a vast range of business knowledge and lifestyles

WHAT BENEFITS DO YOU ENJOY BY BEING A MEMBER?

have the opportunity to use your knowledge of languages

receive the journal of EUMA, twice a year

have access to the members' section of the website and to the database

have up-to-date information regarding different professional and job-related developments

have the opportunity to participate in custom made training programmes

be able to participate in cross-border teams

have the opportunity for lifelong learning and self-development

broaden your horizons, both nationally and internationally

be given the platform to develop skills

gain experience in areas usually found outside your own employment

build on your CV

learn about culture and business life in all the member countries

participate in the Annual General Meeting and Annual Conference hosted by different National Groups

make new friends

learn to be even more creative and flexible

have the opportunity to actively participate in the running of the Association





MEMBERS IN: AUSTRIA, AZERBAIJAN, BELGIUM, CROATIA, CYPRUS, DENMARK, FINLAND, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, ITALY, LUXEMBOURG, THE NETHERLANDS, NORWAY, PORTUGAL, POLAND, RUSSIA, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, UKRAINE, UNITED KINGDOM AND THE UNITED STATES.

Who can apply for membership?

Qualifications to become a Member:

- you work at management or executive level
- you have a minimum of three years' management support experience
- you have acquired sufficient knowledge of the management support profession
- you have qualified by education, training or job experience

Education, responsibility and skills

- you have a good education, training and job experience
- you are keeping abreast of new ideas and technology
- you are committed to continuous learning
- you are able to work without supervision
- you have excellent interpersonal skills
- you have the ability to lead a team, delegate and manage projects if necessary

Job titles

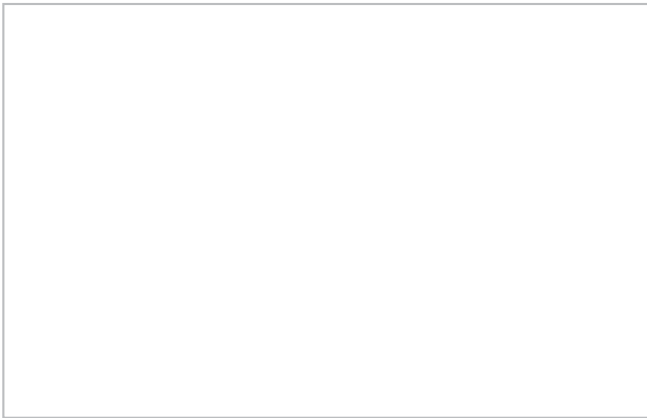
Your title at management and executive level differs from country to country and could be one of the following:

- Management Assistant
- Executive Assistant
- Executive Secretary
- Personal Assistant
- Office Manager
- Office Supervisor
- Senior Administrator
- Team Leader
- CCO (Communicator, Co-ordinator, Organiser)
- Marketing Assistant
- PR Assistant
- Financial Administrator and Financial Analyst

Other types of membership are:

- Associate Member
- Individual Affiliate Member
- Corporate Affiliate Member
- Student Member

For more information, please contact:



Or visit our website: www.euma.org



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