

Job posting

Medical Congress & Association Project Manager

Organisation: EANM, European Association of Nuclear Medicine
Job function: Medical Congress & Association Project Manager
Location: 1060 Vienna, Austria
Type: full-time
Starting date: as soon as possible

We, the EANM Conference and Association Services GmbH, are looking for Congress & Association Project Manager, supporting our team in the administration of several national and international customers.

Your primary duties and responsibilities

- Handling parts of the EANM congress organisation including registration, catering, invoice management, hostesses etc.
- Project management of additional educational events of 200-400 pax within Europe.
- Membership management.

Your qualifications and skills

- Experience in the field of event organisation/project management/marketing.
- Ability to work independently with a low level of supervision. Solution-oriented and highly proactive approach to tasks.
- Excellent IT skills (MS office products, Outlook, WordPress).
- Excellent level of English is mandatory, both in speaking and in writing.
- High level of team and service orientation.
- Excellent time management and high level of flexibility.
- Experience with social media (Facebook, Twitter, LinkedIn) would be beneficial.

Working conditions

- Mainly office-based with the possibility of travel to site inspections, the Annual Congress and the educational event.
- Multi-faceted duties and creative tasks.
- You will work in a positive atmosphere with an enthusiastic and inclusive team.
- Flexible weekly home-office time allowance.
- MyClubs offer provided by employer.
- Gross salary will be paid according to the applicable bargaining agreement ("Werbung und Marktkommunikation"), min 2235,10 EUR gross per month (full-time), with the possibility of overpayment, depending on skills and experiences.

Please send your application (including motivation letter & CV) via e-mail to Ms Jutta Peter via j.peter@eanm.org. Any questions are welcome.