

EANM EXECUTIVE OFFICE

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Organisation: EANM, European Association of Nuclear Medicine

Job Function: Office and Travel Manager

Location: 1060 Vienna, Austria

Schedule: part-time (25 hours)

Starting date: as soon as possible

The European Association of Nuclear Medicine (EANM) is a non-profit association, registered and located in Vienna, Austria. Based on the engagement of volunteers, the EANM aims to promote nuclear medicine on a European level and beyond. The EANM office is responsible for the administration of the association and its activities.

We are currently looking for an Office and Travel Management person, mainly being responsible for the travel management of our staff and volunteer officers and ensuring the smooth running of the office on a day-to-day basis.

Why joining us? If you keep running away from boring jobs, you have landed at the right place. Do you already have some experience in office management? Do you have a hands-on personality and enjoy organising events and planning travels? Do you enjoy working with people and would like to be a part of an international team and work with a network of professionals from all over the world? If so, we would like to meet you!

Your primary duties and responsibilities

- Travel & accommodation management for our volunteers and staff
- Organisation of internal meetings and events, including catering
- Facility and office management, ensuring smooth operational surroundings for the team
- Liaising with staff, suppliers and clients
- Participation in congress activities

Your qualifications and skills

- Experience in the field of event/office organisation and/or tourism is an asset
- Ability to work independently with a low level of supervision. Solution-oriented and proactive approach to tasks
- Very good IT skills (MS office products, Outlook)
- Excellent level of German and English is desired, both in speaking and in writing; any additional language, in is an asset.
- High level of team and service orientation, hands-on personality
- Excellent time management, communication and interpersonal skills
- Attention to details

Working conditions

- Office-based
- You will work in a positive atmosphere with an enthusiastic and inclusive team
- Flexible weekly home-office time allowance
- Gross salary will be paid according to the applicable collective agreement ("Werbung und Marktkommunikation"), min. 1.507,14 EUR gross per month (25h position), min. 2.321,10 EUR gross per month (fulltime), with the possibility of overpayment, depending on skills and experiences.

Please send your application (including motivation letter & CV) by May 20, 2025 to Ms Jutta Peter via j.peter@eanm.org. Any questions are welcome at the same email.