

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 Executive Office is responsible for the administration of the association and its activities.

We are looking for an

### **Event Management Assistant (fulltime)**

#### **Your Profile:**

You're well organised and structured, reliable and a problem-solver with a hands-on approach, a skilled communicator, experienced in managing events with a smile and you can "read a room".

#### **What you'll do:**

- Support the Congress Team in planning and organising events
- Get yourself involved in their daily tasks to get a profound understanding of our internal workflows and "how we do things"
- You will be the "knowledge hub" onsite at our medical congresses and events and support the Congress team when and where needed
- You are the linking pin between our internal Teams, the members of the Congress Team and the Congress Venue, you have the overview of all workflows and internal processes

#### **What you bring:**

- Excellent command of English, good fluency in German
- Excellent communication skills are crucial
- Strong organisational skills and attention to detail
- Strong focus on event- and/or project management
- A high level of self-organisation and time management
- Creative problem solver with a collaborative mindset

#### **What we offer:**

- International, friendly and supportive workplace, healthy work-life balance
- Possibility to work on meaningful projects with real impact
- Flexible home-office allowance
- Annual Vienna public transport ticket & MyClubs membership (covered after 3 months of employment)
- The minimum gross salary according to the applicable collective agreement ("Werbung & Marktkommunikation") is € 2,321.20 gross/month (full-time). We are happy to offer you an attractive salary matching your qualifications and experience.

If you're ready to help shape the future of healthcare communication in Europe, we'd love to hear from you!

Please send your application (CV and a one-page cover letter) to Ms Jutta Peter at [j.peter@eanm.org](mailto:j.peter@eanm.org). Questions are welcome at the same e-mail address.