

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

Office and Travel Manager
(part-time, 30 – 32 hours/week, Vienna)

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.

What you'll do

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

What you bring

- 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 is an asset.
- High level of team and service orientation, hands-on personality
- Excellent time management, communication and interpersonal skills
- Attention to detail

What we offer

- International, friendly and supportive workplace, healthy work-life balance
- Possibility to work on meaningful projects with real impact
- Office-based in Vienna with a flexible home-office allowance (60:40 ratio)
- 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.

Please send your application (including motivation letter, max. 1 page & CV) to Ms Jutta Peter via j.peter@eanm.org. Any questions are welcome at the same email.