

Full-time Event & Project Manager

(38,5 hours/week, Vienna)

Starting date: as soon as possible

About EANM

The European Association of Nuclear Medicine (EANM) is the largest non-profit medical organisation for nuclear medicine in Europe, located in Vienna, Austria. The EANM Executive Office runs the association and its activities with the support of dedicated volunteers. Learn more at www.eanm.org.

Your Profile

You are an enthusiastic, reliable and motivated professional who has experience organising international events. Rather than an expert in just one niche, we are looking for a flexible "all-rounder" who can learn fast and adapt to the evolving needs of an international team.

What You'll Do

- Supporting our team in the administration of several national and international medical associations
- Handling parts of the EANM congress organisation including overseeing registration, catering, hostesses etc.
- Project management of additional educational events throughout the year within Europe
- Membership and registration management

What You Bring

- 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 German and 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, Instagram, LinkedIn, X) is an asset

What We Offer

- An international, friendly, and supportive workplace with a healthy work-life balance
- The possibility to work on meaningful projects with a real impact on healthcare
- Flexible home-office options, possibility to travel when required (site inspections, annual congress)
- **Benefits:** Wiener Linien annual ticket and MyClubs membership (both covered after 3 months of employment).
- **Salary:** Per the "Werbung & Marktkommunikation für Wien" collective agreement: minimum EUR 2.543,40 gross/month. We are happy to offer you an attractive salary matching your qualifications and experience

How to Apply

Please send your CV, together with a one-page cover letter, to Andreas Felser at a.felser@eanm.org.

Questions are welcome at the same e-mail address. Early applications are encouraged, as interviews will be held on a rolling basis.