
United European
Gastroenterology (UEG)
Wickenburggasse 1
A-1080 Vienna, Austria

T +43 1 997 16 39
F +43 1 997 16 39 10

Austrian Register of
Associations
N° 570340662

office@ueg.eu
ueg.eu

Position: Congress & Events Manager (m/f/d)
Start: Immediately – Full-time
Location: Wickenburggasse 1, 1080 Vienna

About UEG

UEG is a professional non-profit organisation combining all the leading European medical specialist and national societies focusing on digestive health. The mission of UEG is to improve the prevention and care of digestive diseases in Europe through providing education, supporting research and improving clinical standards. UEG also organizes UEG Week, the largest scientific medical congress in the field of gastroenterology in Europe, as well as further training events.

UEG's headquarter is located in Vienna, Austria and is where we coordinate all association, education, and congress-related matters. All other important information regarding our organisation can be found on our website at ueg.eu.

To accomplish our vision to take a central role in delivering and disseminating cutting-edge, unbiased continuing medical education and supporting professional development we are looking for a **motivated and enthusiastic person to join the Congress & Events Team in its various projects.**

Your responsibilities

We offer the opportunity to work in our young, extremely dynamic team and to actively shape UEG's congress & events with a great deal of self-management and comprehensive tasks which would include the following:

- Handling and delivering various aspects of the organisation of the annual [UEG Week congress](#) and other training events
- Meeting organisation of board & committee meetings
- Administrative and organisational support of department head and other team members

Required skills

- Work experience a/o professional training in the field of event/congress management and project management
- Very good written and verbal communication skills in English
- Ability to work under tight deadlines, stress resistance
- Ability to work on concurrent projects with a strong attention to detail
- Excellent MS Office Skills (Word, Excel, Power Point, Outlook)
- Strong affinity to implement digital formats in the event sector
- Independent and precise working style paired with excellent communication and organisational skills
- Positive thinking, a "hands on" mentality and a solution-oriented way of working
- Team spirit and sociability

We offer

- An efficient introduction into a well-coordinated, international team with a diverse range of tasks
- The opportunity to incorporate your skills within an innovative scientific organisation and to further develop your professional abilities
- A family-friendly, flexible work environment and a modern, chic, easily accessible office
- Social benefits as well as flexible working hours including home office possibilities
- Travel opportunities
- For this position a starting salary of € 2,200.00 gross per month is foreseen with the possibility of overpayment depending on one's professional and personal qualifications. The gross salary will be paid according to the applicable Austrian collective agreement "Werbung und Marktkommunikation".

Interested?

If you meet the requirements and want to work in the highly motivated and service-oriented team, we encourage you to explore how you can make a difference at UEG by applying now.

Please send your detailed application documents to Ms. Birgit Uebelhör, Head of Congress & Events: b.uebelhoer@ueg.eu.

Deadline for application: **July 1, 2022**