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

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Austrian Register of  
Associations  
N° 570340662

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office@ueg.eu  
www.ueg.eu

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**Position:** Junior Project Manager (m/f/d)  
**Start:** January 2023 – Full-time  
**Location:** Wickenburggasse 1, 1080 Vienna

### About UEG

UEG, or United European Gastroenterology, 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's headquarters is located in Vienna, Austria where we coordinate all association, education and congress-related matters. All other important information regarding our organisation can be found on our website at [www.ueg.eu](http://www.ueg.eu).

### Your responsibilities

We offer the opportunity to work in our young, extremely dynamic team and to actively help shape the management of corporate partner relations with a great deal of self-management and autonomy.

Your scope of functions include:

- Participation in projects, especially in the implementation of our commercial offer in the field of medical congress management
- Insights and active participation in our Corporate Relations department
- Support in processing inquiries from partners in pharmaceutical and medical device industry, as well as inquiries from other cooperation partners
- Coordination and consultation with different departments regarding various internal processes
- Processing and coordination data for project management and reporting

### Requirements

- Relevant professional training or studies or experience in a comparable position
- Project management, sales or pharmaceutical/medical devices professional experience in the area of congress management is an advantage
- Business-level fluency in German and English – both oral and written.
- Excellent MS Office Skills and general understanding of CRM tools.
- An efficient, structured, independent, solution-oriented way of working.
- Team spirit and sociability, as well as communication, and "networking" skills.
- Readiness to travel within Europe to attend face-to-face events.

### We offer

- An efficient introduction in a well-coordinated, international team
- The opportunity to incorporate your skills within an innovative, international medical organisation and to further develop your professional abilities.
- Social benefits and a family-friendly, flexible work environment with home office possibilities and a modern, easily accessible office.
- We are committed to supporting our employees in their professional development and provide a pleasant and friendly working environment and atmosphere.

- According to the Austrian collective agreement Werbung und Marktkommunikation for this position a starting salary of € 35,000.00 gross per year is foreseen with the possibility of overpayment depending on one's professional and personal qualifications.

**Interested?**

Please send your detailed application documents and salary expectations to UEG - United European Gastroenterology, Wickenburggasse 1, 1080 Vienna, with attention to Ms. Doris Möstl, [d.moestl@ueg.eu](mailto:d.moestl@ueg.eu).