
United European
Gastroenterology (UEG)
House of European
Gastroenterology
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Austrian Register of
Associations
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office@ueg.eu
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Position: Junior Association Manager (m/f/d)

Start: November 2023 – full time (37,5 hours/week)

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, research, education and congress-related matters. All other important information regarding our organisation can be found on our website at www.ueg.eu.

The open position

We are offering a determined person the opportunity to learn association management from scratch.. The candidate will be actively involved in all relevant activities and services and will develop a broad and deep knowledge of Association management services.

Your responsibilities

You will work and learn in a young and dynamic team and actively assist the Team Leader and senior project managers in all association management tasks, such as:

- Administrative and organisational support, meeting preparation and follow-up with volunteer-led boards
- Writing minutes and reports and creating presentations
- Implementing and maintaining governance regulations
- Coordinating volunteer board members' succession processes
- Implementation of career development activities for young healthcare professionals
- Administration of Award Programmes
- Maintaining accurate membership records and marketing databases

Requirements

- Work experience a/o professional training in a similar position or corresponding education
- Project management, organisational and communication skills
- Ability to work on concurrent projects and under tight deadlines with a strong attention to detail
- Business-level fluency in English – both oral and written, German language skills an asset
- Confidence in working with senior academics and volunteer-led boards in a multi-cultural environment
- An efficient, structured, independent, solution-oriented way of working
- Team spirit and sociability

We offer

- Efficient onboarding and a well-coordinated team, open and appreciative working atmosphere and meaningful work.
- The opportunity to incorporate your skills within an innovative, international medical organisation and to learn Association Management.
- Family-friendly and flexible working environment, home office as well as modern and easily accessible offices.
- A gross annual salary (according to the Austrian collective agreement “Werbung und Marktkommunikation”) with the readiness for overpayment in case of corresponding experience and qualification as well as further social benefits.

Interested?

Please send your detailed application documents and salary expectations to UEG - United European Gastroenterology, Wickenburggasse 1, 1080 Vienna, with attention to Ms. Wilma Hofer w.hofer@ueg.eu