
United European
Gastroenterology (UEG)
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Austrian Register of
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Position: (Junior) Congress & Events Manager (m/f/d)
Start: April 2024 – 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 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, 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.**

The open position

We offer the opportunity to work in our professional and extremely dynamic team. Your main area of responsibilities includes:

- Meeting organisation of board & committee meetings throughout the whole year
- Implementation of digital formats in the event sector
- Handling and delivering various aspects of the organisation of the annual UEG Week congress and other training events
- Administrative and organisational support of department head and senior team members

Required skills

- 3 years of work experience a/o professional training in the field of event/congress management and project management.
- Experience in the field of medical societies or medical congresses is an advantage.
- Business-level fluency in German and English – both oral and written.
- Ability to work under tight deadlines, stress resistance.
- Ability to work on simultaneous projects with a strong attention to detail.
- Excellent MS Office Skills (Word, Excel, Power Point, Outlook).
- 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

- Efficient onboarding into a well-coordinated, international team and an open and appreciative working atmosphere and meaningful work.
- The opportunity to incorporate your skills within an innovative scientific organisation and to further develop your professional abilities.
- A family-friendly, flexible work environment, home office as well as a modern, chic and easily accessible office.
- Travel opportunities.
- 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 Mr. Christoph Ritsch: c.ritsch@ueg.eu.