
United European
Gastroenterology (UEG)
House of European
Gastroenterology
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Austrian Register of
Associations
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Position: Corporate Relations Manager (m/f/d)

Start: April 2024 – 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 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.

The open position

We offer the opportunity to work in our dynamic team and to be jointly responsible for the exhibition and sponsorship management of the annual congress UEG Week to ensure a carefree event experience for our partners. The area of responsibility also includes the further development of the cooperation with the pharmaceutical and medical device industry in the field of gastroenterology including evaluating suitable grant opportunities and managing compliance with industry-specific regulations and codes of practices.

Your responsibilities

- Maintain strong, long-term customer relationships in the pharmaceutical and medical device industry.
- Develop new relationships with key stakeholders in the medical device and pharma sectors, understanding their needs, and ensuring their success as our partners.
- Prepare, distribute, and advertise commercial offers, in particular the sales prospectus for UEG Week.
- Manage sales cycles, contract negotiations and compliance with industry-specific regulations and codes of practices.
- Maintain and develop our database of potential exhibitors and sponsors.
- Interact cross-functionally with internal teams and other partners to implement commercial offers, in particular the exhibition and sponsorship management of UEG Week.
- Evaluate grant opportunities and compile the information needed to apply for such grants.
- Keep abreast of compliance issues and regulations.

Requirements

- 3-5 years of experience in project, congress or sales management in a comparable or similar position.
- Ability to work at both, the operational and strategic level
- Business-level fluency in German and English – both oral and written.
- An efficient, structured, independent, solution-oriented way of working.
- Excellent MS office skills (Word, Excel, Powerpoint, Outlook) and project management skills

- Experience in the field of medical congresses and interest in working with academics and volunteer-led committees is an advantage.
- Team spirit and sociability, as well as communication, and "networking" skills.

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 and easily accessible office.
- Social benefits including coverage of the "Wiener Linien" annual ticket, childcare support subsidy and others.
- The Austrian collective agreement "Werbung und Marktkommunikation" stipulates a monthly salary of € 2543,30. We are, however, willing to offer a **minimum salary of € 3.000,-**, based on your experience and qualification.

Interested?

Please send your detailed application documents and salary expectations to UEG - United European Gastroenterology, Wickenburggasse 1, 1080 Vienna, with attention to Mr Christoph Ritsch c.ritsch@ueg.eu