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United European  
Gastroenterology (UEG)  
House of European  
Gastroenterology  
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  
www.ueg.eu

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**Position:** HR & Administration Manager (m/f/d)  
**Start:** As soon as possible – 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](http://www.ueg.eu).

### The open position

We offer the opportunity to work long-term in our dynamic team and to take over responsibility for shaping and developing our HR processes, with a focus on building a sustainable work culture. The area of responsibility also includes enhancing employee engagement and fostering a work environment that supports both personal and professional growth, alongside long-term benefits and development opportunities. Additionally, responsibilities include overseeing the office organisation.

### Responsibilities in HR

- **Collaboration with External Payroll Services:** Manage and coordinate with external payroll providers to ensure smooth and accurate payroll processing.
- **Development and Enhancement of Work Culture:** Actively shape a positive and inclusive work environment that enhances employee motivation and satisfaction.
- **Employee Potential Analysis and Development Measures:** Identify and support employee growth opportunities, enabling team members to realize their full potential through targeted development initiatives.
- **Full-Cycle Recruitment Process:** Oversee the entire recruitment process from job posting and candidate selection to hiring, ensuring the recruitment of talented and committed team members.

### Responsibilities in Administration

- **Office organisation and purchasing:** Manage general office tasks and order necessary supplies to keep operations running.
- **Planning of maintenance and repairs:** Arrange routine maintenance and repairs to ensure a functional workspace.

### Requirements

- 2-3 years of work experience in HR or personnel development.
- Educational background in a relevant field.
- Experience in potential analysis and personnel development.
- Strong communication skills, emotional intelligence and discretion.
- Knowledge of Austrian labor law.
- Business-level fluency in German and English, both oral and written.
- Proficiency in MS Office applications.

### 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.
- 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?

If you're ready to actively contribute and get involved, we'd love to hear from you! At UEG, we believe that everyone has something valuable to offer, and we encourage you to apply even if you don't fully meet all the listed requirements.

Apply now by sending your CV and cover letter to: [c.ritsch@ueg.eu](mailto:c.ritsch@ueg.eu)!