
United European
Gastroenterology (UEG)
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Austrian Register of
Associations
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Position: Congress & Events Manager - (m/f/d)
Start: Earliest possible date – 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 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 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.

Position overview

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 congress manager to join the team in its various projects**. Join our professional and highly dynamic team and embark on a journey of growth and opportunity.

Key Responsibilities

- Managing and coordinating various aspects of the organisation & execution of the annual [UEG Week congress](#) including but not limited to:
 - Registration process
 - Destination management
 - Accommodation
 - Venue management
 - Networking events, etc.
- Develop and maintain relationships with key suppliers.
- Ensure budget adherence for assigned tasks.
- Coordinate with internal teams to ensure seamless communication and collaboration across departments.
- Prepare and deliver reports on assigned tasks.

Required skills

- Minimum 3 years of work experience in the field of congress/event management and project management in a similar role.
- A fast-learning mindset with a proactive, problem-solving attitude.
- Substantial project management and organizational skills
- The ability to manage multiple projects and meet tight deadlines.
- Profound communication skills.
- Business-level fluency in English (oral and written); German language skills are an advantage.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- A collaborative spirit and the ability to work independently as well as part of a team.
- A positive personality with team spirit and sociability.
- Willingness to travel and flexibility to work occasional evenings and weekends.

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.
- Social benefits including coverage of the “Wiener Linien” annual ticket, food vouchers, childcare support subsidy and others.
- An annual salary according to the Austrian collective agreement “Werbung und Marktkommunikation” with the readiness for overpayment depending on one’s professional and personal 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