Position: Project Manager - Scientific Programme Implementation (m/f/d)
Start: Immediate – 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 are seeking a highly organized and proactive project manager to support the planning and implementation of our scientific and educational programmes. In this role, you will coordinate project timelines, manage administrative workflows, liaise with academic committees and scientific experts, prepare documentation and meeting materials, and ensure smooth delivery of all programme-related activities for the annual congress UEG Week. If you are motivated, structured, and enjoy supporting scientific work through excellent administration, we look forward to your application.

Responsibilities

- Provide operational and administrative support in planning, coordinating, and delivering the scientific and educational programme for UEG Week.
- Liaise with invited speakers, healthcare professionals, and external partners, focusing on scheduling, communication, documentation, and logistical organisation.
- Facilitate scientific collaborations between UEG and international gastroenterology organisations.
- Prepare and participate in meetings with the Scientific Committee, ensuring accurate documentation and follow-up of deliverables.
- Create precise reports, structured meeting materials, and professional presentations.
- Maintain well-functioning workflows and ensure that all stakeholders receive timely and accurate information.

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Requirements

Hard Skills
- Experience in academic, scientific, or association environments and working with volunteer led academic boards is an advantage.
- Strong organizational and project management skills
- Proficiency in MS Office, particularly Excel
- Excellent communication skills with business-level fluency in English (both written and spoken); German language skills are an asset.
- Strong digital literacy
- Solid understanding of statistical analysis and survey outcomes

Soft Skills
- Fast learner with a proactive, solution-oriented mindset
- Excellent self-organizational skills and a proactive approach to managing complex projects
- Strong time management and prioritization skills
- Resilient, and able to perform effectively under pressure
- Teamwork and interpersonal communication skills
- High level of reliability and professional integrity

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, food vouchers, childcare support subsidy and others.
- Company Pension Plan
- An annual salary according to the Austrian collective agreement "Werbung und Marktkommunikation" with the possibility of overpayment depending on one's professional and personal qualifications

Interested?
Please send your detailed application documents and salary expectations to UEG - United European Gastroenterology, Wickenburggasse 1, 1080 Vienna, with attention to Ms Christiane Lenart, hr@ueg.eu.