

We are hiring: Event Coordinator

Hours	40 hours per week
Location	ESGE Office, Munich, Germany
Starting date	As of 01.12.2022 or by agreement

ABOUT US

The European Society of Gastrointestinal Endoscopy (ESGE) is an international medical association that represents national societies of endoscopy in Europe, the Mediterranean and North Africa.

ESGE is comprised of 40 gastrointestinal societies (ESGE Member Societies) and more than 3,600 individual members. ESGE's mission is to support the practice of gastrointestinal endoscopy by education, innovation, and the dissemination of information, and to continually promote and advance quality practice.

The ESGE Office manages the various administrative and organisational needs of the society. We take care of the individual members and member societies, organize meetings, assemblies and elections. Committee and working group management is part of our daily business alongside all online activities. The annual congress, ESGE Days, takes place every spring and the planning and organisation of this event is a big focus for us. As ESGE continues to expand, our dedicated team of nine is looking for an additional new colleague.

YOUR MAIN RESPONSIBILITIES

Together with the ESGE team, you will support the scientific and educational endeavors of an international medical association, including assisting with the planning of our annual international congress. You will work closely with our stakeholders who are based throughout Europe and beyond.

Your duties are varied and diverse and include the following:

- assisting the Executive Director in liaison with corporate partners
- organisation of various meetings and events
- administrative management, e.g. general correspondence, invitations, preparation of minutes, travel management
- assisting the Event Manager with research of venues, service providers, market comparisons
- supporting educational working groups

YOUR PROFILE

We are looking for a versatile, committed and motivated colleague who enjoys working in an international environment and has a fluent command of English. A very good knowledge of German would be beneficial. Experience in working for an NGO would be advantageous. Since your job also involves a certain amount of travel within the company (approx. 4-5 times per year), you should be willing to travel.

You have:

- o experience in event organisation
- o a very well organised, effective way of working and a close eye for detail
- o a confident command of MS Suite
- o enjoyment and ease in using web-based tools and overall a technical affinity
- o very good time management and very good communication skills
- o ability to prioritise tasks and organise accordingly
- o high personal commitment
- o enjoyment in working in an international team
- o a hands-on mentality
- o experience in office organisation and planning
- o the availability to think outside the box to spot areas of improvement

WE OFFER

a secure job with a medical society
working in a highly motivated, professional international team
office centrally located in Munich
flexible working hours
partial home office (within Germany)
personal support and further development through: Annual training and the opportunity to further develop regarding your strengths in a dynamic team.
great opportunities to expand your position

HOW TO APPLY

Interested?

If you have a valid work permit in Germany, a permanent residence in / around Munich feel you are the right fit for this job, please email your CV and motivation letter in English to our consultant, Mr. Michel Ballieu: michelballieu@step2to.eu. Please indicate on your letter which media helped you to find this job offer. We look forward to hearing from you.