

We are hiring: Project Assistant

Hours	40 hours per week
Location	ESGE Office, Munich, Germany
Starting date	As of 15.08.2023 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 41 gastrointestinal societies and more than 4,000 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 is responsible for the various administrative and organisational needs of the society. We take care of the individual members and member societies, organize meetings, assemblies, and elections. Various working groups and committees are supported in the work by the ESGE Office which also arranges several educational webinars throughout the year. Our flagship annual congress, ESGE Days, takes place every Spring and attracts around 3,000 delegates onsite and a further 1,000 online. The overall management of this event is the responsibility of the ESGE Office. In addition, several new projects are in the pipeline.

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 include the following:

- o organization of various meetings and events
- o administrative management, e.g., general correspondence, invitations, preparation of minutes, travel management, office order
- o assisting the Event Manager with research of venues, service providers, market comparisons as well as other event-related tasks
- o assisting the Executive Director
- o supporting educational working groups
- o general office management tasks
- o supporting educational working groups
- o supporting onsite at the annual event as well as other educational events throughout the year

President

I. Gralnek, MD, MSHS, Israel

President Elect

C. Hassan, MD, Italy Israel

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H. Messmann, MD, Germany

Secretary General

R. Bisschops, MD, Belgium

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M. Arvanitakis, MD, Belgium

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YOUR PROFILE

We are looking for a versatile, committed, and motivated colleague who enjoys working in an international environment and has a very good command of English both in verbal and written format.

A very good knowledge of German would be beneficial. Experience in working for an NGO, congress organisation or hotel would be advantageous. Since your position also involves a certain amount of travel (approx. 4-5 times per year), you should be available and willing to travel (primarily within Europe).

Additional requirements:

You have:

- o first-hand experience in event organisation
- o well organised, effective, paying close attention to detail
- o an ability to work both independently and within a team
- o a confident command of MS Office
- o enjoyment and ease in using web-based tools and technical affinity
- o excellent time management and communication skills
- o ability to prioritise tasks and organise accordingly
- o high personal commitment
- o enjoyment in working in an international team and with volunteer-led committees
- o a hands-on mentality
- o experience in office organisation and project planning an advantage

WE OFFER

- ✓ a secure job with an international non-profit medical association
- ✓ a highly motivated, professional international team
- ✓ office centrally located in Munich
- ✓ flexible working hours
- ✓ option to also work in home office for an agreed number of hours/days (within Germany)
- ✓ o personal support and further development through: Annual training and the opportunity to further develop regarding your strengths in a dynamic team
- ✓ perspective to expand your position
- ✓ a fair and attractive salary

HOW TO APPLY

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 feel free to send us your CV and a letter of motivation (max. 500 words) in English.

We will only consider complete applications and applications that fulfill the criteria.

Please send your application to: Jennifer Haas: jennifer.haas@esge.com

We look forward to hearing from you.