

## We are hiring: Project Manager - Industry Relations

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, organise 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

The Project Manager's role is key to fostering client relations with our numerous corporate partners who contribute and support our educational activities. Your focus lies in the management and development of the relationships we have with these partners. It is your responsibility to establish and maintain effective CRM processes, monitor the progress through all phases of the project and liaise with our industry clients to understand their needs and requirements. You will also be responsible for securing new corporate partners and promoting the sale of sponsorship items and opportunities relating to our educational events.

Your responsibilities are varied and include the following:

- o management of industry partner relationships
- o creating and distributing industry relevant documents
- o exhibition planning
- o correspondence and coordination with the event venues and service providers
- o budget management and overview
- o organization of meetings and events
- o international correspondence management
- o travel management
- o research of venues, service providers, market comparisons
- o processing of own projects for the society

#### President

I. Gralnek, MD, MSHS, Israel

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#### Past President

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 fair 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:

- o well organised, effective, paying close attention to detail
- o strong communication skills and 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 overall 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 the availability to think outside the box and identify areas of improvement

## 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 your strengths and skills 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](mailto:jennifer.haas@esge.com)

We look forward to hearing from you.