



The European Academy of Allergy and Clinical Immunology (EAACI) is an association of clinicians, researchers and allied health professionals, dedicated to improving the health of people affected by allergic diseases.

Comprising over 11'000 individual members and 52 National Societies, EAACI is the primary source of expertise in Europe for all aspects of allergy.

The EAACI is a non-profit organisation based in Zurich, Switzerland, with an operational and international team of ten employees.

We are looking for a highly motivated and team-oriented

Congress & Events Officer (m/f) **focus on Annual Congress**

The Congress & Events Officer is responsible for preparing, maintaining and reporting of the annual congress budget, compliance and planning as well as the coordination of all aspects of the congress related meetings inclusive networking events. In addition, the officer will closely collaborate with PCOs, DMCs and local suppliers. The officer reports directly to the Annual Congress Manager, works closely with Marketing & Communications and Public Relations as well as with other stakeholders in our matrix organisation.

Key responsibilities:

- Responsible for organising of congress related meetings and networking events
- Facilitating a compliant environment for all EAACI congresses and events
- Collaborates in management of the annual congress budget, contracts, invoices and negotiations with partners (PCOs and DMCs) and suppliers
- Managing the session room allocation
- Support the Annual Congress Manager with data collection for annual congress budget and presentations
- Setting up, planning, coordination and monitoring of the exhibition floor services implementation
- Responsible of subprojects for the annual congress in collaboration with congress suppliers and relevant HQ team members
- Handling of local suppliers (venue, catering), inhouse constructions, signage, security, hostess, cleaning and first aid
- Monitor the congress reimbursement
- Onsite management
- Writing meeting minutes

Profile:

- Cross cultural, international experience in congress and events management.
- Bachelor's degree in international Business Administration preferably with specialisation in Congress & Event Management or equivalent
- Minimum three years of professional experience in congress & event planning and execution with over 5'000 attendees
- Excellent budget management skills and good understanding of budgetary process
- Strong in project management, excellent organisational and co-ordinational skills
- Experience in congress compliance is desirable
- Able to manage multiple projects at the same time across a calendar of events



- Experience in working with PCO, suppliers and sponsors
- Experience in working in an international/multicultural environment as well as in a professional medical society/association, non-profit organisation, pharmaceutical company or related suppliers
- Open minded team player with cooperative attitude, adaptable and flexible, works well under pressure, well structured, independent, respectful, loyal and pro-active
- Willingness to participate in weekend assignments at international meetings, events and congresses
- Excellent oral and written communication in English and at least one other European Language

This position is an exciting opportunity to further develop your skills in a dynamic and fast-paced environment.

If you feel you meet the requirements, please send your:

- motivation letter
- complete CV
- visual preferences (presentation of events you have organized)
- salary expectation

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