



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 twelve employees.

We are looking for a highly motivated and team-oriented

Congress & Events Officer (m/f) **focus on mid-sized Events**

The Congress & Events Officer is responsible for preparing, maintaining and reporting of the meeting budget, compliance and planning as well as the coordination of all aspects of the scientific programme and the logistics. In addition, the officer will closely collaborate with PCOs, DMCs and local suppliers. The officer reports directly to the Events and Education Manager, works closely with the teams of Marketing & Communications and Public Relations as well as with other stakeholders in our matrix organisation.

Key responsibilities:

- Collaboration in management of the meeting budget and reportings
- Contribute in development and management of venue selection process (incl. venue site visits)
- Selection and negotiation of meeting vendors and suppliers (PCOs, hotel, catering, AV, hostess agency, DMCs, etc.)
- Facilitating a compliant environment for all EAACI Focused Meetings (up to 1500 participants) and other educational meetings
- Organisation of logistics, scientific programmes and social programme
- Handling of participants and faculty registrations
- Setting up planning, coordination and monitoring of the exhibition floor services implementation
- Contact person for on-site sponsors and exhibitors
- Handling of local suppliers (venue, catering), inhouse constructions, signage, security, hostess, cleaning and first aid
- Onsite management
- Coordination of CME surveys
- Production of printed matters and coordination of event app together with the Marketing team

Profile:

- Cross-cultural, international experience in congress and events management
- 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
- Minimum two years of professional experience in congress and event planning and execution
- 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 exhibitors, suppliers and sponsors



- 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 events and congresses
- Excellent oral and written communication in English, any other European language is an asset

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 application to jobs@eaaci.org .

Minimum information required is:

- cover letter
- complete CV
- visual references (presentation of events you have organized)
- salary expectations

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<http://www.eaaci.org>

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