

## **Project Coordinator, Conference and Associations Management**

Job description: Project Coordinator, Conference Department

Type: full time

Your job will include tasks within the organization of conferences, business development and administration of scientific associations as well as project development and fundraising.

- Planning and execution of scientific conferences and corporate events
- Destination research and analysis
- Negotiation and contracting of suppliers (such as congress venue, hotels, social event venue and others)
- Scientific programme coordination (online system set up, communication with speakers and participants)
- Coordination of publications and marketing materials production; social media content planning
- Website management and update (WordPress)
- Conference budget and financial reports
- Coordination of all aspects of the event according to project timeline and plan of action; regular communication with the conference chair and the organizing committee
- On site conference support: we travel to the destination and ensure the smooth organisation of all conference elements

### **Requirements:**

- MS Office skills, fluent English (spoken & written), second foreign language is an advantage
- Good organisational skills, flexibility, creativity, ability to solve problems in an efficient way, good communication and time management skills, ability to identify priorities, positive can-do mind set, independent decision making combined with teamwork, strategic planning, and analytic thinking
- Experience in the field of conference organisation is an advantage
- Higher education without specific background

### **What you can expect:**

- Work in a developing company with a flat organisational structure
- Challenging but also rewarding work environment, where independent work alternates with working in small groups, and the individual employees develop and shape the work themselves.
- Continuous learning and development opportunities
- We have fun together and are good at helping each other with everything from academic to practical tasks.
- Your job will include a variety of working tasks and you will also be involved in the decision-making process.