

Scientific Programme Coordinator

Reports to: EASL Scientific Programme Manager

Location: EASL Office in Geneva

Start date: As soon as possible, 6 to 8 months, maternity leave replacement

Occupation: 100%

About EASL:

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools.

EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts more than 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

Position summary:

- Provide direct support to the Scientific Programme Manager in activities related to abstracts, posters and event apps.

I. Major Duties and Responsibilities:

Abstract management

- Plan and manage the entire abstract submission process for all events
- Manage all communications with submitters and reviewers
- Organise the review procedure either online or during in-person meetings
- Manage the formatting of selected abstract for print and/or e-documents
- Manage Young Investigators bursaries attribution and follow up

Poster Management

- Manage all communications with poster presenters in relation to their poster/ePoster presentation(s) for all events
- Liaise with ePoster provider regarding information and communications as well as onsite activities and needs
- Coordination of oral ePoster and poster tour session selection process and onsite logistics.
- Manage logistics aspects of paper poster area both before and during the International Liver Congress™

Event App Management

- Coordination of the event Apps with provider for all EASL small events and schools

Speaker relations

- Act as an onsite contact point for speakers at the different events

Continuing Medical Education

- Ensure the CME application processes are delivered

Others

- Presentation certificates for all presenter of all EASL events.

The skill set required:

- Willingness to carry out administrative tasks
- Strong interpersonal, oral and written communication skills
- Proficiency in MS Office, emails and internet
- Fluency in English (perfect written and spoken English)
- Strong organizational, problem solving, planning and time management skills
- Multitasking and flexible
- Service oriented
- Meticulous, precise and rigorous
- Willing to travel few days a year

Contact details:

- Only complete application (CV, motivation letter, Certificate and Diplomas) will be considered. Please send them to recruitments@easloffice.eu

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.