

EASL JOB ANNOUNCEMENT

POSITION DESCRIPTION

Position title:	EVENTS Coordinator
Reports to:	Events Manager
Location:	Geneva office
FTE:	100 %, asap

The Association:

The European Association for the Study of the Liver was established in 1966 by a founding group of 70 European hepatologists. It has since grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,500 members from all continents, and the annual meeting is 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 also established a broad collection of online education and digital tools for the research, practice and patient communities. Additionally, 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. The office team covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

Position Summary:

The Events coordinator will have primary responsibility for delivering all assigned events on logistical matters under the Events manager's supervision. He/she will also support the Events manager in the global organization of our flagship congress (10'000 attendees).

He/she will also work closely with project managers and other departments: marketing and communication, finance, science, etc...

Major Duties and Responsibilities:

- Manage assigned events under the Events manager's supervision (events size: 20 to 500 attendees) – hybrid, physical and/or digital events
- Source venues in collaboration with the appointed agency for events needs and organize site inspections (physical or virtual)
- In collaboration with the appointed agencies and colleagues, negotiate contracts with venues (hotels, restaurants, congress centres, etc...)
- Coordinate all audiovisual (AV) and information technology (IT) requirements for events
- Coordinate shipment and material handling
- Coordinate catering and social events
- Supervise registration system and takeover if required – agency management

- Supervise hotel booking – agency management
- Manage mailboxes
- Onsite operations executor during events
- Bookkeeping, invoices and budget management (incl. closure of events accounts and production of draft budgets)
- Lead events report
- Manage events surveys
- Coordinate city grants application

Detailed tasks:

- Manage and coordinate all events operations from A to Z
- Budget management: from draft budget creation until closure/reconciliation
- Invoices management
- Liaison with EASL finance dept for monthly reconciliation
- Purchase services: RFP creation, negotiations, contracting under the manager's supervision (housing, AV, IT, transportation, digital platform, etc...)
- Coordinate events reports: from events progress report to event final report
- Coordinate suppliers during the events' preparation, onsite and after
- Coordinate and liaise with our freight forwarding agency for material delivery
- Material set up during events when required
- Select, coordinate catering orders and needs during events
- Run registration system tests and quality control
- Run housing system tests and quality control
- Events quality control overall
- Ensure Marketing and Communication guidelines are respected
- Compile details and make survival guide for colleagues and all stakeholders
- Follow EASL procedures (SOPs)
- Ensure proper filling
- Ensure independent follow up to assigned logistical projects
- Collaborate with other EASL departments
- Act as an internal service provider when required
- Assist Events manager when required
- Handle and supervise weekly statistics
- Responsible for events running order document
- Responsible for mailboxes management
- Onsite event management including quality control and suppliers briefings
- Ensure events reports are delivered as per deadline
- Apply for city grants
- Organise site inspection (physical and digital)
- Database/CRM update (all contacts: providers, hotels, airlines, EASL people, Cities alliance, etc.)
- Any other duties requested by the Management.

Requirement:

- 3 years of events and congress management, Agency experience is a plus
- Good oral and written communication skills
- Proficiency in MS Office, ability to create presentation
- Flexible and ability to multitask
- Service oriented
- Team player
- Meticulous, precise, and rigorous
- Very well organised
- Willingness to carry out administrative tasks

Contact details:

Please send complete application (CV, motivation letter and Certificate and Diplomas) to **recruitments@easloffice.eu**.

Only complete application will be considered.

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.