

## **JOB DESCRIPTION**

Position title: Partner Relations Coordinator  
Reports to: EASL Business Development Manager  
Location: EASL office  
Occupation: 100%

### **The Association:**

The European Association for the Study of the Liver (EASL) is a non-profit organisation with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution. All EASL activities and projects are coordinated by the EASL office in Geneva, which employs more than 35 people across several departments. The diverse and dynamic team offers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

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 has approximately 5,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 9,000 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. EASL acts as an advisor to global, regional and national health authorities, patient organisations and civil society on public health, policy and advocacy matters.

### **Position Summary**

#### **Mission:**

Manage day-to-day relations with industry partners as they pertain to sponsorship and grant support of EASL activities. Proactively develop, maintain, and optimise new business, new offerings and new relationships.

#### **Main functions:**

The Business Development Department is looking for a passionate and committed Partner Relations Coordinator. The candidate will operate with expertise and confidence across various projects, such as international congresses, education, research, and advocacy initiatives. He/she will ensure the implementation of sponsorship contracts in line with customer expectations, compliance regulations and EASL's ethical standards. The candidate will work closely with EASL congress, scientific education & advocacy teams. Regular contact with scientists and doctors will be part of the daily business as well as international travel for meetings and events.

#### **Key responsibilities include:**

- Management of EASL sponsor accounts
- Prospection of new healthcare industry partners
- Develop new sectors such as nutrition, sports, insurance, new therapeutic areas

### **Major duties and responsibilities:**

#### Project Management:

- Prospection of new industry partnerships
- Follow trends in therapeutic areas and strategies
- Lead organisation & delivery of client meetings
- Develop partnerships around scientific education, advocacy, research

#### Marketing and sales:

- Suggest and co-develop new projects
- Reach annual sales objectives (B to B)
- Upsell to existing clients EASL's flagship products and projects
- Identify and analyse client needs and develop bespoke solutions, support product development
- Develop in depth understanding of industry specific stakes and trends
- Maintain and extend relations with EASL's long term partners
- Proactively ensure compliance alignment of partnerships and agreements
- Ensure regular client reports and KPIs for sponsored activities

#### Administrative and organisational support:

- Prepare and adapt presentations for external use
- Take care of rigorous reporting (meeting minutes and client account plans)
- Oversee customer contracts from negotiation to signature
- Support team on congress planning and organisation

### **Qualifications and experience**

- English native preferred
- Business School Graduate or equivalent
- Professional experience: minimum 2 years in a similar position
- IT literate
- Proven track record in sales
- Marketing background is a plus
- Experience in the association, NGO or related sectors is a plus

### **Additional requirements:**

- Excellent interpersonal & communication skills
- Excellent presentation skills
- Team player

- Autonomous
- Rigorous and committed to achieve standards of excellence
- Strong organisational skills
- Solid reporting methodology
- Detail orientated and accurate
- Able to travel regularly
- Resilience, ability to handle irregular workload, peaks and troughs

***What we offer:***

- Flexible working hours
- Possibility of remote work
- Great remuneration package
- Exceptionally good pension plan
- Diverse, equitable and inclusive workplace and employer
- Job security, integration into EASL Office team and EASL leadership governance community
- One to one management and mentoring
- Career development guidance and opportunity

*EASL is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.*

**Contact details:**

Please send the complete application (CV, motivation letter, Certificates and Diplomas) to [recruitments@easloffice.eu](mailto:recruitments@easloffice.eu)

Only complete applications will be considered. Please note that due to time constraints, we will only answer the applicants that are selected for a first round of interview. Thank you for your understanding.