



JOB DESCRIPTION

Position title: Sales & Marketing Administrative Assistant
Reports to: Head of Business Development
Location: EASL Office in Geneva
Occupation: 100%
Start date: asap. for 12 months

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's core mission is the promotion of research, education and policy concerning the liver and liver health. EASL currently has over 5,000 members from all continents, and the annual meeting is the major international scientific event on liver health with more than 10,000 participants. Alongside this major event 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 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, publishing, business development, marketing, public health, advocacy, finance, administration, and public relations.

The Mission:

Support the Business Development Team with sales administration, events management, customer relations and Marketing.

The position:

EASL's Business Development team is looking for a motivated and dynamic assistant to support us on delivering and following our projects and events with customers and partners. A high focus of the mission will be sales administration and customer support. Our team of 4 people is working on 3 major events and on various scientific projects (eLearning Hub, webinars, Mobile App). As we go through a period of growth and expansion of our activities, we are highly looking forward to welcoming the right candidate who will help us ensure our standards of service and customer experience are met.

Responsibilities and tasks:

- Ensure Customer and partner support
- Communicate with clients and suppliers in the follow up of projects and tasks
- Coordinate & follow up the delivery of sponsorship items (digital advertisement solutions, eLearning solutions)
- Establish sales revenue reports
- Elaborate presentations, reports and surveys (PowerPoint, SurveyMonkey..)
- Coordinate newsletters, mailings & website updates
- Ensure regular updates on CRM and database
- Contribute to sales efforts
- Ensure communication and follow up with prospective customers
- Assist with ad-hoc projects, tasks or assignments when needed

Qualifications and experience:

- Fluent in English: good communication and written skills
- IT literate
- Professional experience: minimum 2 years; proven experiences in customer relations, administrations, sales & marketing
- Experience in the association, NGO, Healthcare, or medical related sectors is a plus
- Experience in the hospitality background is a plus

Additional requirements:

- Excellent interpersonal & communication skills
- Excellent presentation skills
- Team player
- Time management skills and ability to prioritise work.
- Autonomous
- Detail orientated and accurate
- Able to travel when needed
- Resilience, ability to handle irregular workload, peaks and troughs

What we offer:

- Meaningful work
- 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
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.