

JOB DESCRIPTION

Position title: Events & Sponsorship Assistant
Reports to: EASL Head of Business Development
Location: EASL office, Geneva
Occupation: 100%

The Association:

EASL, the European Association for the Study of the Liver, founded in 1966, is a medical association dedicated to pursuing excellence in liver research, to the clinical practice of liver disorders, and to providing education to all those interested in hepatology. As of 2026, EASL serves 7,700 members from 123 countries.

EASL engages globally with all stakeholders in the field of hepatology, worldwide. Our aim is to spread knowledge and expertise in best practices and the latest scientific breakthroughs in this field. We advocate for the benefit of patients and advise European and national health authorities. EASL runs topical conferences, schools, and related educational meetings. Our journals, the *Journal of Hepatology* and *JHEP Reports*, provide an international forum for the publication of original articles, reviews, and letters to the Editor, describing the latest science in hepatology. Our eLearning hub, EASL Campus, offers more than 6,200 resources on hepatology and liver research.

Job Mission & Function :

EASL is seeking an Events & Sponsorship Assistant to join its Business Development Team. Reporting to the Head of Business Development and working closely with the Events team, the role is responsible for the end-to-end coordination and delivery of the industry exhibition and sponsored activities at EASL's flagship congresses and educational events, covering over 70 exhibitors, 3,500 sqm of raw exhibition space, and 60+ sponsored sessions. The Events Sponsorship Assistant will coordinate the delivery and production of customer services of EASL's industry partners. Acting as interface for sponsors, agencies, and suppliers, the successful candidate will combine project management, marketing and communication skills. To support the Business Development Team and EASL in delivering high-quality exhibitor and sponsor experiences within a dynamic, international events environment. Junior profiles with keen interest in international events industry and association management are welcome and will get the opportunity to grow into the role.

Key Responsibilities

Exhibition Planning & Delivery

- Support and coordinate the delivery of the EASL Congress exhibition and other educational events, from floor plan design to on-site build-up and dismantling, in alignment with the team's sales managers.
- Allocate exhibition space, coordinate hall layouts, and ensure adherence to venue regulations.
- Develop, update, coordinate technical floorplans (AutoCAD), ensuring accuracy, safety, and compliance.
- Plan timelines and operational workflows covering pre-event, on-site, and post-event phases.

Exhibitor Relations (Customer Relations)

- Act as the focal contact for exhibitors, sponsors, (their agencies) for all operational & logistical matters.
- Provide high-quality customer service, timely, and professional support throughout the event cycle.
- Ensure communication with exhibitors, including updates, deadlines, and event guidelines.
- Support the development of briefings, site inspections, and follow-up meetings with customers.

Logistics, Operations & Supplier Coordination

- Coordinate relationships with stand builders, AV teams, freight forwarders, and venue contractors.
- Coordinate technical specifications, stand approvals, safety checks, and compliance validation.
- Oversee build-up, delivery logistics, on-site servicing, and dismantling.
- Oversee and coordinate exhibiting partners registrations EASL's agency and events team.
- Produce and maintain operational documentation, such as exhibitor and construction guidelines.
- Ensure operational workflows integrate seamlessly with internal departments (Events, Scientific Programme, Marketing, Registration, Finance).

Project & Budget Control

- Support Head of Business Development and Head of Events on vendor procurement and cost tracking.
- Track expenses, vendor costs, and profitability indicators.
- Ensure accuracy of CRM records and exhibitor/sponsor data.

Post-Event Evaluation & Reporting

- Conduct exhibitor satisfaction surveys and analyse results.
- Deliver reports including event KPIs, commercial & operational performance.
- Review vendor performance and propose process improvements.
- Contribute to long-term strategy for exhibition innovation and enhanced industry engagement.

Qualifications & Experience

- Bachelor's degree in Event Management, Logistics, Marketing, or equivalent professional experience.
- 1–3 years of professional experience.
- Experience in healthcare, hospitality or international congress sectors would be an asset (other industry sectors are welcome).
- Proficiency with AutoCAD is a plus (training can be provided).
- Knowledge of CRM and sales pipeline tools are an asset.
- Excellent command of English is required; additional languages an asset.

Additional Requirements

- Strong interpersonal and communication skills with a service-oriented mindset.
- Capacity to work under pressure, manage deadlines, and adapt to changing circumstances.
- Ability to work in an international, multicultural environment.
- Excellent project management and organisational abilities.
- High attention to detail and strong problem-solving approach.
- Position open to CH-based applicants.

What we offer:

- Flexible working hours and the possibility of remote work.
- Competitive remuneration and pension plan.
- A diverse, equitable, and inclusive work environment.
- Professional development, mentoring, and growth opportunities.
- The chance to contribute to impactful international scientific events and EASL's public health mission.
- Opportunity to enter the Association Management field.

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. Due to the volume of applications, only candidates selected for an interview will be contacted. We appreciate your understanding.