

EVENTS MANAGEMENT INTERNSHIP

About EASL

EASL is a medical society and the leading liver association in Europe. It aims to promote liver research and improve the treatment of liver disease throughout the world. In the fifty years since EASL was founded, it has grown from a small organization to becoming a leading liver association with over 4000 hepatology experts as members. EASL has an impressive track record in promoting research in liver disease, supporting wider education and promoting changes in European liver policy. EASL's conferences include the International Liver Congress™, EASL Monothematics, Special conferences, Masterclass, Clinical and Basic Schools of Hepatology.

EASL events:

- *The International Liver Congress™ (ILC)* is the annual congress of EASL. It lasts 5 days and attracts around 10,000 participants. 2018 ILC will take place in Paris, France.
- *The EASL Monothematic conferences* - twice a year, welcome around 200 participants.
- *The EASL Special conferences* - once a year, welcome around 450 participants.
- *The EASL Clinical and Basic Schools of Hepatology* - twice a year, welcome around 30 participants.
- *The EASL Masterclass* - once a year, welcomes around 30 participants.

JOB DESCRIPTION

Position title: Intern in Events Management
Reports to: Head of Events and Congress
Supervises: /
Duration: one year internship
Start date: as soon as possible

I. POSITION SUMMARY:

Provide general support to the events department on small events as well as the annual congress.

II. MAJOR DUTIES AND RESPONSABILITIES:

Registration and hotel bookings

- Provide support to the events coordinators in handling EASL events registrations, hotel bookings and flights.
- Keep faculty management databases for all events up-to-date
- Handle e-mails of generic outlook addresses
- Provide support in liaison with service providers when applicable
- Maintain liaison with the Education and science department on faculty logistical related matters
- Registration desk coordination on-site

Bookkeeping and follow up of invoice payments

- Provide support to the events coordinators in the follow up of budget and accounting procedure
- Manage the database of invoices and payments

Logistics support

- Assist the events coordinators for venues and restaurants bookings
- Coordination of ground transportation
- Provide support for on-site material and registration
- Possibility to take over specific tasks/responsibilities depending on interest and skills

III. SKILLS AND ABILITIES:

- Education in the events or hospitality business
- Less than 2 years of working experience
- Fluent in English (working language). French or any other language is a plus
- IT skills (including advanced MS Office, Internet, email); database knowledge a plus
- Ability to demonstrate flexibility and integrity;
- Ability and willingness to work with a "hands on" attitude
- Work precisely and within deadlines according to procedures, rules and regulations
- Experience in communication with high profile counterparts is a plus
- Availability to travel to European events upon department needs

In case of interest, please send your CV and motivation letter to celine.schulz@easloffice.eu –

NOTE: Only application documents in English will be considered.

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