Guidelines & Publications Assistant

Organisation: EANM - European Association of Nuclear Medicine
Job function: Guidelines and Publication Assistant
Location: 1060 Vienna, Austria
Type: Part time - 20 hours per week
Salary: min. 2235,10 EUR gross per month (full time), with the possibility of overpayment, depending on skills and experiences
Starting date: as soon as possible

We, the European Association of Nuclear Medicine, are looking for a Guidelines & Publication Assistant, supporting our Guidelines & Publications team.

Your profile:

You love to work in a dynamic, scientific international field, you are service- and team-oriented, can deal with a multitude of different partners even under time pressure, have a strong hands-on mentality and great time management skills. Ideally you are already experienced in project management and scientific publications with 2-5 years of work experience in a similar position.

Your primary duties and responsibilities:

- Provide support to the Guidelines & Publications Manager and other Team members as needed.
- Support the development of a long-term publications strategy.
- Organise, supervise and follow-up on meetings with project participants.
- Ensure progress and organise reporting of the various activities.
- Support the design and enhancement of online platforms and applications.
- Update internal databases.
- Plan and draft content for social media and newsletters.

Your skills:

- Solution-oriented and highly proactive approach to tasks.
- Excellent level of English is mandatory, both in speaking and in writing.
- High level of team and service orientation.
- Excellent time management and high level of flexibility.
- Excellent IT skills (MS Office, Outlook, WordPress).
- Previous experience with scientific publications is an asset.
- Experience with social media (Facebook, Twitter, LinkedIn).

What we offer:

- Flexible weekly home-office time allowance
- Positive atmosphere with an enthusiastic, multicultural and inclusive team
- Multi-faceted duties
- Vienna Public Transport Ticket
- MyClubs membership
- Gross salary will be paid according to the applicable bargaining agreement ("Werbung und Marktkommunikation"), min. 2235,10 EUR gross per month (full time), with the possibility of overpayment, depending on skills and experience.

Please send your application (including motivation letter & CV) via e-mail to Ms Jutta Peter at j.peter@eanm.org. Any questions are welcome.