



Are we looking for you? Or are you looking for us? We are looking for...

An ASSOCIATION MANAGER for our office in VIENNA

The Office

International Conference Services Ltd.

Nussdorferstrasse 20-24

A-1090 Vienna

email: careers@icsevents.com

www.icsevents.com

The Office Culture

We take pride in our people and our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Grab your laptop and work from the stand-up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's "*the office*" re-imagined. Become one of us because we are "connecting people to facilitate change in the world."

Responsibilities

- Day-to-day management of one of our main association clients
- Work in close cooperation with the Director of Associations on strategy implementation for the client
- Membership administration and related association financial management, according to budget
- Regular working meetings with the president of the association (based in Vienna)
- Coordinate the annual World Congress and take the lead in its organization
- Develop and look after conference communication and marketing plans
- Coordinate congress programme-building and work closely with the related committees on its implementation

Skills & Attributes

- Sound and hands-on project management skills
- Full computer literacy, including online resources
- Multi-lingual (corporate language is English, for the Vienna location German is a plus)
- Team-spirited
- Finance & Budgeting
- Knowledge of international association market and related industries
- Knowledge of legal aspects of the not-for-profit sector
- Proven experience in congress organization and coordination (preferably within the medical sector)

What's next?

Please send your resume and cover letter to careers@icsevents.com.

