

Job description

Scientific Programme Support



The European Federation of National Association of Orthopaedics and Traumatology (EFORT) is the platform organisation linking Europe's national orthopaedic associations and works on behalf of the European orthopaedic and traumatology community to restore and secure mobility, musculoskeletal health and quality of life.

As part of its activities and mission to focus on education and research, EFORT organises an annual congress gathering around 6,000 participants.

To support the congress team, EFORT has an opening for the position of

Scientific Programme Support

Main Function:

The Scientific Programme Support assists the Scientific Programme Manager in coordinating the setup of the scientific programme of the EFORT annual congress incl. faculty management and logistics around the set-up of the programme. The Employee shall report to the Scientific Programme Manager.

Key responsibilities:

Scientific programme annual congress

- Assist in handling of communication to faculty members for follow-up of their assignments (incl. invitations)
- Ensure communication to abstracts authors and follow up for acceptance status
- Update of scientific programme and data handling
- Handling of poster sessions from abstract submission to on-site logistics planning and handling (incl. organization of poster walks)
- Support for Specialty Societies communication

The setup of the scientific programme of the annual congress also includes the organisation of scientific committee meetings, scientific kick-off and abstract allocation meetings which the Scientific Programme Support will support organising. On-site support may also be required.

Competencies

- Administrative/event background
- Working experience in an international environment an asset
- Ability to work independently, great attention to details and tight time constraints
- Ability to communicate with the organisation's leadership and other volunteers
- Fluent in English and ability to write flawlessly in English (any other Latin language an asset)
- Team player and good organisational skills, computer literate

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If you appreciate the assets of a small team and are ready to challenge the fast moving requirements of a leading European educational platform, we are looking forward to receiving your application.

Employment rate: 100 %

Starting date: 1 September 2018

To apply please send your CV, including a motivation letter and references to: hr@efort.org