

VACANCY NOTICE (VN/09/052 - July 2009)

Member States of EMBL (Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, the United Kingdom and the associate member state Australia) are advised that applications are being sought for the following position **at the EMBL in Heidelberg, Germany:**

Junior Conference Officer

Grade: 4, 5 or 6, depending on experience and qualifications

Duty Station: Heidelberg, Germany

Commencing Date: As soon as possible

Job Description: The candidate appointed will join the Heidelberg Course and Conference Office to coordinate the logistical organisation of international scientific conferences, workshops and courses of various sizes, held at EMBL
Main tasks include:

- Organisation of event logistics (accommodation, catering, transportation, set up and break down) including onsite management of events in Heidelberg.
- Maintenance of events web site
- Administration of online registrations, payments and abstracts.

Duties will also include some evening and weekend work.

Qualifications and Experience: The candidate appointed should have a university degree or equivalent and six to twelve months practical experience in event organisation. (S)he should have a flair for organisation, excellent attention to detail, very good time-management skills and ability to cope with large work loads and manage different projects simultaneously.
Excellent computer literacy is essential in Microsoft Office and web site familiarity (some html knowledge). Knowledge of the event management software EBMS and customer relationship management tools would be an advantage. Fluency in English is essential; knowledge of German would be an advantage.

Contract: An initial contract of 3 years will be offered to the successful candidate. This can be renewed, depending on circumstances at the time of review.

Closing date: 23.08.2009

WWW: <http://www.embl.org/>

EMBL is an inclusive, equal opportunity employer offering attractive conditions and benefits appropriate to an international research organisation.

Please note that EMBL does not return CVs or attached documents to applicants.

To apply, please email a cover letter, CV (in English) and contact information of three professional references quoting ref. no. VN/09/052 in the subject line, to: application@embl.de

Laboratoire Européen de Biologie Moléculaire
European Molecular Biology Laboratory
Europäisches Laboratorium für Molekularbiologie



General enquiries may be sent to jobs@embl.de or to the following address:

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