



ICM_12503

Project Manager, International Conference Management (m/f/d)

International Conference Management

Innsbruck, Austria

Professionals Full-Time 38.5h Permanent

Your Tasks

- Plan, execute, and invoice international workshops and conferences worldwide (mainly on-site but also online and hybrid)
- Negotiate contracts with sponsors, hotels, vendors, event venues, and congress organizers
- Travel internationally to organize events on-site
- Manage participants (including registration, hotel bookings, and travel arrangements)
- Collaborate closely with MED-EL teams worldwide

Your Profile

- Higher degree in business management or event management
- 3+ years of professional experience in event organization and/or project management; International project management experience is a plus
- Team oriented, motivated and resilient personality with a strong interest in a multicultural working environment
- Strong computer skills (in MS Office and video conferencing tools like ZOOM, MS Teams, etc.)
- Excellent English and German skills (written and spoken)

Further information

Minimum Salary

Salary will be determined based on professional experience; the formal minimum salary according to Collective Bargaining Agreement is € 46,781.00

Earliest Entry Date

This position is to be filled immediately.

Your Contact Person



If you have any questions please contact Anna Himmler.

Want to join a company that helps bring the joy of sound to people with hearing loss? Apply now!