



CONGREX  
SWITZERLAND

ASSOCIATION  
& CONGRESS  
EXPERTS

## EXECUTIVE MANAGER OF NPO & TEAM LEADER ASSOCIATION MANAGEMENT DEPARTMENT (70-100%)

This great job opportunity combines two interesting tasks. On the one hand, you will be the Executive Manager for a European non for profit medical association and on the other hand, you will also lead our Association Services Department which manages the offices of several Swiss and European medical associations. The varied tasks of the offices include supporting the Board and various Committees in administrative activities, organising Board meetings and General Assemblies, marketing & communication, accounting, membership administration, handling various projects and strategic consulting.

### Your main tasks

You will lead and support your direct reports (6 people) in personnel, technical and project-related matters. You are responsible for the economic, strategic and operational orientation of the department and enjoy the constant optimisation of processes and systems.

As Executive Manager of one of the medical associations, you will be actively involved in the day-to-day business of the association and support the association in developing a professional structure.

### Your profile

- Experience in advising and supporting clients with regard to strategic orientation
- High quality and service awareness
- Experience in project management
- Committed team player with leadership experience
- Interest in working in an international environment
- Committed, independent, assertive and authentic personality
- Structured, effective and reliable way of working
- Oral and written negotiation skills in English and German
- High level of resilience, commitment and flexibility

We offer you a family-like, growing and dynamic environment, an interesting field of activity and the possibility to shape your work area independently as well as modern working conditions.

Are you ready to support our company with your personality and expertise and to make an active contribution to its further development? Then we look forward to receiving your application, including your salary expectations, by e-mail to [job2021-004@congrex.com](mailto:job2021-004@congrex.com) for the attention of Zorica Dzamic.

Congrex Switzerland is a leading association management expert, professional conference organiser and official housing agency.

### Our Purpose

To make it easy to run an event successfully – for anyone, anytime & anywhere

### Our Values

Customer Service  
Care  
Progress Spirit  
Team Spirit  
Reliability

### Social Media



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