The European Society of Clinical Microbiology and Infectious Diseases (ESCMID) is a non-profit organization whose mission is to improve the diagnosis, treatment and prevention of infection-related diseases. This is achieved by promoting and supporting research, education, training, and good medical practice. With more than 8,000 individual and 33,000 affiliated members, ESCMID is the leading society covering both infectious diseases and clinical microbiology and owner of the largest congress in the field (13'000 participants).

To support the future development of our non-profit society we are currently seeking applications from qualified candidates for our office in Basel for the position of:

**Internship Abstract Handling (100%)**

The intern supports the team in the planning and organization of ESCMID’s main annual congress and other events. He/she may be asked to help out with other office tasks, but will primarily support the congress team. The key task will be the handling of the abstract management and the support of abstract submitters. The internship starts preferably 1 November 2018 and lasts at least six months.

Your skills:
- Excellent MS Office skills (Word, Excel, PowerPoint, Outlook)
- Excellent written and spoken English and German, any other language is an advantage
- Ability to grasp new tasks quickly
- Ability to work efficiently under pressure and to tight deadlines
- Team player, but also able to work autonomously

Your tasks:
- Process data in the abstract handling system
- Customer support for abstract handling by email and telephone
- Create and update excel spread sheets
- Manage mass mailings with Word, Excel and Outlook
- Compile weekly reports
- Support the team with administrative and event-related tasks

Your opportunities:
- Get practical experience in congress management
- Get to know the operations of a scientific NPO
- Practice your English
- Work in a dynamic team

This internship position offers a unique opportunity to support a medical society in one of its most visible activities and be part of a small and highly professional team of experts at the society’s offices in the centre of Basel.

For more information about ESCMID please consult the website at [www.escmid.org](http://www.escmid.org). To find out more about the position you may contact Carla Seiler (Phone +41 61 508 01 72, [carla.seiler@escmid.org](mailto:carla.seiler@escmid.org))

Please send your CV, including a motivation letter and relevant references by email to:

Simone Brüderli
Chief Operating Officer
[simone.bruederli@escmid.org](mailto:simone.bruederli@escmid.org)