

The World Economic Forum
is an independent international organization
committed to improving the state of the world by engaging
leaders in partnerships to shape global, regional and industry agendas.

Incorporated as a foundation in 1971, and headquartered in Geneva, Switzerland,
the World Economic Forum is impartial and not-for-profit; it is tied to no political, partisan or
national interests.

As a result of the successful growth of our organization we are now searching for a:

BUSINESS ENGAGEMENT ASSOCIATE

You will be part of a growing team responsible for engaging our Members and other stakeholders, in particular from
the business community, in Forum activities and events.

You will participate in the planning and identifying of target lists for the Forum events and activities, and contribute to the
development and implementation of the communication plan, the management of the participants relations and follow-
up processes. You will also participate in the execution of customized communication plans and tools for key Forum
communities (business and non-business) as well as the production of Membership materials, best practices and tools.

You will develop knowledge of and become a super-user of the Forum's proprietary contact database for event
management, data entry and communication.

You will have the opportunity to travel to the events and manage the on-site requests from participants including
registration, information and on-site payment.

You possess excellent organization and time management skills as well as a very good command of office
applications (Word, Excel, PowerPoint). You have a strong command of English – written and oral – and
ideally speak at least two other languages. You have a university-level education with some work
experience in an international organization or global enterprise.

If you are energetic, positive and customer-minded, please apply through our website:

www.weforum.org/careers

This position is open to Swiss and EU nationals, as well as holders of a
valid Swiss working permit.