

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 based 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:

TEAM COORDINATOR

You will be your team's ongoing administrative and coordination support person, the acknowledged leader of the team as well as the point person to be consulted by all internal teams such as the Publications, Events and Regional teams, and by PublicisLive, the Forum's operations and logistics provider. You will coordinate the content and distribution of materials and tools and ensure consistent, quality communications with constituencies. You will manage partnership contracts and the team's unpaid receivables. You will develop and use the advanced knowledge of the Agora database for event management and data entry, address areas for improvement and identify solutions. You will be responsible for managing logistics and operations for all partnership meetings in coordination with Events and other relevant teams.

You possess excellent organization and time management skills as well as a very good command of office applications (Word, Excel and PowerPoint). You have a university-level education and a minimum of three years' experience in an international organization or global enterprise. Fluent spoken and written English and French are a must; at least one other European language is an asset.

If you are a self-starting, flexible and customer-oriented team player with excellent communication skills, willing to work in a highly demanding environment and ready to juggle multiple priorities, 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.