

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.

In order to support our back-office operations in Geneva, we are now searching for a

DATABASE MANAGER

You will be responsible for proactively and systematically researching, updating and controlling the quality of information for external contacts of the World Economic Forum (data compilation, data entry, phone follow-up, business news monitoring, etc.). You will also prepare statistics and lists to support quality control efforts.

You preferably have a university degree and 2-3 years' experience in an administrative or operational support role. You have a strong command of written and spoken English and are a super user of MS Office tools, especially Excel and Access. You are comfortable using the telephone to provide or solicit information. In addition to English, French and Spanish would be an asset. Experience as a database manager and with online business information sources is a definite plus.

If you have a service-oriented attitude, are a self-starter, possess excellent communication and collaboration skills and have the ability to work independently, 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.