

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 an:

EDITING MANAGER

As a member of the Editing Team you will be primarily responsible for the preparation of the Participants Profiles intended for use at the World Economic Forum Annual Meeting in Davos-Klosters, the Annual Meeting of the New Champions and at regional meetings throughout the year. The profiles are used at our meetings by top-level executives, government officials and members of civil society.

You will be responsible for maintaining profiles of Forum Members, Partners, other constituents as well as staff, and coordinate with an external staff of editors and internal Forum staff in the preparation of the Participants profiles. You will also be responsible for handling the acknowledgements for regional meetings and the Annual Meetings - editing and updating Partner profiles and logos, coordinating with the Partners team and proofing texts after layout. Moreover, you will also be expected to work on other Forum documents.

You will have relevant corporate, agency or government experience in the communications field, and possess a solid educational and practical background in editing. You will also possess a proven ability to write and edit material to the highest standards. English is your mother tongue and you have excellent speaking, editing and writing skills. A second language would be a definite plus. You have excellent interpersonal relationship skills, and can demonstrate very good organization and time management skills. You will have excellent command of Office applications, Internet and research skills, and content management.

If you are a self-starter, flexible, a results-oriented team player with excellent communication skills, are willing to work in a highly demanding environment and are 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.