

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:

## **STRATEGIC PARTNER ASSOCIATE**

You will be responsible for supporting our Partner Managers in the development of Strategic Partner account plans, which involves sourcing company information, collating issue surveys and identifying opportunities for engagement. You will oversee the timely implementation of the administrative tasks associated with the delivery of the account plan in coordination with the Partners, including the processing of invitations, reply forms and registrations, as well as the maintenance of contact information.

You will work with selected teams of the Forum to ensure close coordination with, and the successful engagement of, Strategic Partners in the Forum's activities and events. This may vary from one portfolio to another but could include liaison with the relevant Industry Partnership team, the Centre for Public-Private Partnerships, or Regional teams to ensure calendars are made available and communicated to the Partner, and that invitations and supporting materials for events are produced appropriately and in due time. As an account executive, you will also be responsible for a centralized operational process across partnerships and in support of a strategic project.

You have a university degree (BA/BSc) in a relevant field and one to three years' experience in corporate marketing, brand management, corporate events/hospitality or key account management in a corporate environment. You have gained exposure to, and an understanding of, industry relevant issues and current events in a business environment. You have an appreciation of sponsorship programmes, rights and benefits as well as corporate hospitality and events, and are able to prioritize effectively under pressure.

If you have the required background and excellent communication and presentation skills, and if you are energetic, positive and customer-minded, with proven multicultural relationship skills and diplomacy with demanding clients, please apply through our website:

**[www.weforum.org/careers](http://www.weforum.org/careers)**

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