

Job offer

The Embassy of Switzerland in Beijing is affiliated to the Federal Department of Foreign affairs and represents the Swiss government in China. The Embassy is recruiting a

Event Manager (100%)

You will join a young and dynamic international team and will work on the implementation of various interesting projects on the crossroads of business, art, science and diplomacy. As Event Manager, you are the point of contact for the organization of public relations activities within the Embassy.

Begin of employment: 15.08.2018

Place of employment: Embassy of Switzerland, Beijing

Essential duties and responsibilities

- Organize a variety of creative high-end quality events from 30 to 2000 guests
- Facilitate coordination between sections for collaborative and large events
- Coordinate set up details and deadlines of events and activities
- Manage guest invitation and registration processes
- Propose budgets keep track of cost development for each event
- Develop networks within the supplier community (production, catering services)
- Maintain strong relationships with related partners

Required skills and conditions

- Swiss or Chinese citizen with strong ties with Switzerland
- Excellent English, Chinese and French or German language skills
- Experiences in similar positions are required
- Ability to deal with confidential tasks - discretion, reliability are required
- Excellent organizer with high social competences, team spirit and communication skills
- Creative thinker and fast learner
- Ability to manage multiple projects simultaneously, efficient, methodical and independent working skills
- Ability to work under pressure, flexible working hours and overtime are required
- Advanced IT skills – Word, Excel, Outlook, Power Point, diverse event apps, and others

Local contract with excellent working conditions and market conform remuneration are offered.

Please submit your application with documents (letter of motivation, resume, references and certificates) to bei.jobapplications@eda.admin.ch **before 18th of May, 2018**

Reference in title: “**Event Manager**”

Note on procedures:

- Only complete applications will be considered
- Shortlisted candidates will be contacted after the submission deadline for an interview
- No phone calls inquiries please