

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Events Assistant (M/F)

Our client:

An international NGO based in Geneva.

Role & Responsibilities:

- Support the preparation of in-person and virtual events, both internal and external, including logistical arrangements and on-site coordination.
- Coordinate event registration, RSVP's and communication channels, keeping the events inbox and calendar up-to-date, and responding to general queries and requests.
- Assist in preparing participant logistics such as visa letters, logistics notes, travel, and Per Diem coordination.
- Support with updates to the event websites and registration platforms, updating contact details and information as well as reporting.
- Provide on-site support during event setup, teardown, and operations.
- Take ownership of the registration desk, welcoming delegates, handing out badges, aiding delegates and troubleshooting.
- Work with other internal support functions, e.g. IT, facilities and catering in relation to events.
- Carry out venue, restaurant and supplier research, maintaining an updated database.
- Coordinate the production of event materials, including badges, signage, and promotional items.
- Potential for travel as part of event support activities.

Profile:

- University degree in Event Management, Communications, Marketing, Public Relations or related discipline. Equivalent professional experience may also be considered
- Previous experience in event planning within a fast-paced environment.
- Strong organizational skills to manage multiple tasks and deadlines effectively.
- Clear and concise written and oral communication skills.
- Comfortable engaging with senior-level stakeholders and guests.
- Exceptional attention to detail to ensure flawless event execution.
- Passionate about making an individual contribution to the overall success of the events.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and willingness to learn event management software/tools.
- An excellent knowledge of English and an advanced knowledge of French. Knowledge of other languages would be an asset.

Required skills:

- Service orientation and communications
- Collaboration and interaction
- Project Management
- Drive for results
- Multicultural Understanding
- Operational Policy

Contract type:

Temporary

Rate of activity:

100%

Starting date:

July 2024 through December 2024

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Mouhssine Moudrik
Ref : JD204754710