

**THE GENEVA ACADEMY IS SEEKING  
AN EVENTS & HOSPITALITY ASSISTANT (f/m) at 80%****TITLE:** EVENTS & HOSPITALITY ASSISTANT**PERIOD OF CONTRACT:** Permanent contract**ACTIVITY RATE:** 80 %**DEADLINE FOR RECEIPT OF APPLICATIONS:** 14-07-2019General description of the position

The Geneva Academy provides post-graduate education, conducts academic legal research and policy studies, and organizes training courses and expert meetings. We concentrate on branches of international law that relate to situations of armed conflict, protracted violence, and protection of human rights.

We are seeking an events assistant (part-time, 80%) to support in the organisation of all kind of events for the Academy.

Mission and activities

- Coordinate with the management for the planning and budgeting of the different events of the Academy related to research projects and master's programs (conferences, seminars, trainings, ceremonies, welcoming for students, etc.);
- Ensure the organisation of the events of the Geneva Academy, including all administrative and logistic tasks: sending invitations, booking meeting rooms, booking trips and hotels for external intervenes, ordering catering, preparing coffee breaks; setting up the rooms, etc.;
- Ensure an accurate events filing and e-mail classification within the share drives;
- Respect budgets and deadlines;
- Take care of the renting of the Geneva Academy lodges, including the bookings, keeping the calendar up to date, coordinating with the cleaning service; preparing and sending the invoices;

- Ensure neatness of all the Villa Moynier premises areas (reception area, meeting and classrooms, kitchen, storages room, coffee areas; etc.);
- Ensure the tasks of the reception of the Villa Moynier (opening the door, welcoming and guiding visitors, receiving and distributing the mailing and deliveries, etc.);
- Provide support to the management with any other required task;
- Any other similar tasks related to his/her responsibilities.

### Candidate's profile

- Bachelor or equivalent degree, certificate or degree on Events Management an asset.
- 2-3 years working experience in a similar position;
- Knowledge of MS office ;
- Excellent presentation and strong communication and interpersonal skills;
- Attention to details and strong organisational skills;
- Cooperation, team work spirit;
- Ability to work independently and as part of a team;
- Ability to multi-task, meet deadlines and work under pressure;
- Ability to carry out physical tasks (setting up the rooms, coffee breaks, etc.);
- Pro-active, dynamic, reliable, team and service oriented;
- Fluency in written and spoken French and English is a must;
- Flexibility in working hours within the limits of a 80% position to accommodate, if necessary, with the days and times of the events to be organized (possibility to work during evenings and weekends);
- Swiss or EU nationality or valid Swiss work permit;

The applicants are asked to submit their dossier (letter of motivation, CV) via the [Graduate Institute of International and Development Studies portal](#) until **July 14, 2019**.