



**Swiss Exams** is a leading organisation in exam management. We are an authorised Cambridge Assessment English platinum centre, an official Goethe exams centre and IELTS Test Centre offering over 400 exams per year. For the Marketing & Communications Team we are looking to fill the part-time position of:

## Events Coordinator 40%

### As a member of the marketing team, you will be:

- responsible for event management (coordinating online and live events)
- managing event websites, creating digital content for promotion and information for events (e.g. Website, Newsletter, Social Media, Mailings, Community Management, etc.)
- acquisition of presenters/sponsors
- controlling of budget and invoices
- monitoring industry trends and competition
- reporting on event performance (KPI)
- supporting the intern in Marketing & Communications
- supporting the Manager Marketing & Communications with campaign work.

### You should apply if you have:

- a degree in event management (e.g. Event Fachmann/-frau, HF, FH, CAS)
- experience in event management and event marketing
- high flexibility with working days (incl. weekends)
- language skills: proficient level of English & German (minimum CEFR level C1) or English language stay abroad, French would be a very strong asset
- proficient IT user skills (MS Office programs)
- critical thinking and problem-solving skills
- a sense of responsibility, are ambitious and work well independently and in a team.

### You will work:

- in a fair and flexible working environment where your opinion is highly valued
- within a young and dynamic team, autonomous and flexible
- in an established, well-structured and innovative company
- in Winterthur
- in a company that encourages and supports further education (e.g. languages, studies).

The position is available as of December/January or when agreed upon.

If you are interested in this position, please send us your application in English (including your CV, letter of application, diplomas and references) by using the link below.

[Please submit your application here.](#)