



About IMD

IMD is a Swiss foundation, based on the shores of Lake Geneva in Lausanne, Switzerland, dedicated to the development of international business executives at each stage in their careers. Our unique environment enables us to maintain our position as a world leader in Executive Development, and recruiting the best people will help us continue to meet our objectives. To reinforce our team, we are looking for an

Administrative Assistant

The Job's mission

Provide support to the Client & Market Development Senior Director and the Client & Market Development team and ensure the office operations runs smoothly.

The role encompasses a diverse and constantly evolving range of duties including administrative support and appropriate messaging on behalf of the Senior Director, with interaction at all levels (both internally and externally) to the highest standard of accuracy, professionalism and discretion.

Assist and backup Corporate Events Associate when appropriate.

Key activities & accountabilities

- Support the Client & Market Development Senior Director and the Client & Market Development team with daily clerical tasks
- Manage a variety of administrative tasks, including managing phones and emails, type correspondence, scheduling appointments, updating calendar and planning meetings
- Develop and maintain an efficient documentation and filing system
- Support Senior Director by preparing spreadsheet, reports and impactful presentations using Power Point, Excel, etc.
- Make travel arrangements and reservations as required
- Attend a range of meetings relevant to the department. This includes preparing the agenda/material for the meetings, issuing invitations, taking minutes, etc.
- Greet and provide general support to visitors/clients
- Develop, implement and improve office procedures
- Assist and backup Corporate Events Associate when appropriate

Education

- CFC of “employé/e de commerce” or equivalent

Experience

- Minimum 5 years work experience in a similar role in an international environment

Competencies and skills

- In-depth understanding of office management and daily operations
- Outstanding ability to organise, multitask, prioritise and produce consistently high quality work
- Excellent knowledge of MS Office. CRM/Siebel a plus
- Advanced software presentation skills
- Excellent level of oral and written communications skills in both English and French. Another language a plus
- Team player, reliable, flexible
- Discretion and confidentiality
- Customer-focused and diplomacy
- Sense of initiative with attention to details
- Ability to work under pressure and self-management
- Ability to work in an international fast changing environment

How to apply

If you have the above skills and would like to work in our challenging environment, please send your **complete application file** (letter of motivation and resume in English, copies of your work certificates and diplomas) to: hrjobapplication@imd.org