



## JOB OFFER



### About IMD

IMD is a self-owned 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

### MBA Program Assistant (100%)

#### The Job's Mission

To provide high quality and comprehensive administrative support to the MBA Program and participants.

#### Key Activities & Accountabilities

- Ensure daily support and program correspondence with participants
- Coordinate evaluation processes (faculty/participants)
- Provide admin support to MBA participants such as visa, residence permit, social and health insurance etc.
- Housing: assist in the coordination of participant housing with external provider
- Within the scope of the role, the MBA Program Assistant will also be contributing to other department activities.

#### Education

- CFC of Commerce, «Maturité fédérale» or equivalent

#### Experience

- Minimum 5 years of professional experience in a multinational corporation
- Experience in an academic institution is an asset

#### Competencies

- Strong administrative skills
- Fluent written and verbal skills in English and French
- Strong customer orientation skills
- Ability to multitask, meet deadlines and work successfully in a fast paced multicultural environment
- Ability to work both independently and effectively with others in a small team environment