



Presence Switzerland (PRS) is an agency of the Federal Department of Foreign Affairs. It is responsible for managing Switzerland's official presence abroad, and as part of this mandate it implements the Federal Council's strategy on Switzerland's communication abroad. PRS supports the protection of Switzerland's interests by using various public relations tools. Its tasks include transmitting general knowledge about Switzerland, the forging of understanding for Switzerland, as well as a portrayal of Switzerland's diversity and attractiveness.

PRS implements this mandate through projects abroad, hosting visits by foreign journalists and decision-makers to Switzerland, developing and distributing information media in other countries about Switzerland and managing Switzerland's appearances with temporary physical communication and networking platforms such as the House of Switzerland at Olympic and Paralympic Games or the Swiss Pavilion at World Expos.

For the **Swiss Pavilion** at the World Expo 2025 in Osaka, we are offering from 6th April 2025 to 18th October 2025 the position of:

Collaborator in event management

Your main tasks:

- Detailed planning, preparation and realization of different events in the Swiss Pavilion (corporate events, concerts, sponsors' events, etc.)
- Drawing up, updating and checking an event plan, an event calendar and a checklist for the organised events
- Operational and logistic preparation (filling goodie bags, preparing VIP gifts, etc.) as well as arranging facilities for events and rearranging them afterwards (seating, catering, branding, etc.), partly in cooperation with the catering team
- As required, welcome and accompaniment of the VIP guests and participants at events
- Coordination and liaison with technical systems, partners, suppliers, agencies and internal functions
- Handling and updating event and contact lists
- Preparation of deployment rosters for the team
- Participation in the evaluation of the events
- Administrative tasks in the field of event management

Your profile:

- Extensive experience in event or organisation management
- Experience in project and/or event work in the international context would be an advantage
- Very good knowledge of English, basic knowledge of Japanese with the interest in expanding language skills on site. Knowledge of German and/or French is an advantage
- Very good user knowledge of MS Office
- Manifest skill in organization and coordination

- Ability to work autonomously, with a sense of responsibility and attention to detail
- Friendliness and the ability to keep calm under pressure, even in hectic situations
Reliability, team spirit and stamina
- Willingness to take on additional tasks spontaneously outside of your contractual field of activity
- Smart appearance, customer-focused and assured manner

Your benefits:

- Your train ticket from place of residence to the airport and back is paid
- Your flight to Osaka and back is organized and paid
- Your fares within Osaka are paid
- Accommodation (single room/bathroom) is provided
- Monthly salary of 2'700 Swiss francs

General conditions of employment:

- Workplace: **Swiss Pavilion** in Osaka
- You will work as part of a team, including the weekends. 41.5 hours' work per week over 5 working days, 5 weeks' holiday/year
- You must be at least 18 years old
- For persons resident in Switzerland: Swiss citizen or valid Swiss working permit
- Employment in accordance with Swiss law of obligation. Berne is the place of jurisdiction.

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