JOB DESCRIPTION—Associate

Reporting to   Director, LHC
Mission   Develop, coordinate, market and deliver consulting mandates and executive education projects

Responsibilities

1. Executive educational programmes
   - Development
   - Delivery
   - Design and development of new modules
2. Training and consulting mandates for existing clients
   - Preparation, research and administrative support
   - Delivery
   - Follow-up actions
   - Client servicing, account management
     - ° Maintain control on delivery quality and efficiency
     - ° Briefing of internal faculty and clients as per the needs of the mandate
     - ° Planning and execution of mandate extensions
3. New business
   - Prospecting
   - Handling potential client enquiries in person, telephone, e-mail or fax
   - Development and definition of products and services of LHC
   - Marketing of LHC products and services to identified business prospects
4. Lausanne Executive Education—Summer Programme, Winter Programme, etc
   - Handle participant enquiries
   - Overall backup and support
5. Online marketing
   - Update of LHC website, brochure and database
6. Others (with the rest of the LHC team)
   - Visits from clients and potential clients
   - EHL and LHC presentations
   - Internal management reports
   - Office administration

Key Relations   LHC clients, LHC staff, EHL staff, external LHC contacts, Summer Programme, Winter Programme, Module Leaders, Guest Speakers and participants

Candidate Profile   Bachelor's degree holder
                           Swiss or EU national or Permit C holder
                           Competent in written and spoken English and French
                           Additional languages a bonus, especially Spanish
                           High competence level in Word, Excel, PowerPoint and Internet
                           Valid working permit for Switzerland or the European Union

Duration   One-year fixed contract (possibility for extension)
   - Two one-year intakes per year
     - ° 1 August to 31 July and
     - ° 1 February to 31 January

Compensation   CHF55,000 to CHF65,000 per annum (13 months)

Applications
   - In English
   - Via e-mail
   - Address to Louis.Lim@ehl.ch