



## Venue Coordinator

Swiss Exams is a **leading organisation in exam management**. We are an authorised Cambridge Assessment English platinum centre, IELTS test centre, TCF exam centre and an official Goethe exams centre offering exams throughout Switzerland.

For the Exam Operations team in our head office in Winterthur we are looking to fill the position of **Venue Coordinator (60 - 80 %)**

### Your responsibilities

- Plan and book the venues where we host written and speaking exams across whole Switzerland
- Research and visit new venues where we would like to run exams
- Negotiate with current venues to ensure venue costs are controlled
- Communicate with venues to ensure that exam rooms meet quality standards
- Other exam related admin tasks
- Supporting the manager of exam operations in various projects

### Your characteristics


- Excellent organisational skills
- High level of attention to detail
- Self-motivated and comfortable with a high degree of responsibility
- Good communicator and team-player

### Your qualifications

- KV with experience / HF / FH or equivalent
- Advanced level of English and German (minimum CEFR level C1)
- Experience in administrative and/or project management work

We offer a fair and flexible working environment within an international team, where your opinion is highly valued. We are a small team with our main office in Winterthur and offices in Chur, Zürich & Brno CZ.

**The position is available immediately.**

 Please send your application in English or German (including your letter of application, CV, diplomas and reference letters) as soon as possible.

 **If you are interested in this position, [please apply here](#).**