



06.2024

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

**Our rapidly evolving and dynamic organisation in Geneva is looking for an**

## EVENTS INTERN

(From mid-September 2024 to mid-March 2025)

*Please note that we are looking at an internship which a tripartite agreement with a school.*

### INTERNSHIP SUMMARY

Reporting to the Senior Events manager, the incumbent will be responsible for supporting the Events team in organising internal and external events helping with administrative, delegate management and logistics aspect.

### RESPONSIBILITIES

- Assist the Events team to ensure effective execution of Events strategy
- Manage administrative, delegate management and logistics aspects linked to virtual, hybrid and physical small and medium – size events management
- Assist the Events team on delegate management for larger events
- Conduct pre and post events evaluations and report on outcomes
- Ensure compliance of all events with insurance, legal and health and safety obligations
- Support IRU visibility by updating the IRU event webpage
- Work closely with other departments (IT, Marketing, Corporate services) and liaise with suppliers when needed
- Support admin for translation (tracking and invoices) as well as the shaper's project.
- Be proactive on suggestions and recommendation in terms of venues, restaurants, catering, etc.
- Foster IRU Culture and values

### QUALIFICATIONS & EXPERIENCE

- Degree level qualification in Events, Business, Hospitality or related areas.
- Previous internship during studies – Experience in an international environment would be an asset
- Swiss or valid work permit

### COMPETENCIES, SKILLS & BEHAVIOURS

- English required (min B2), French (min B1), knowledge of any other language would be an asset
- Know how to handle priorities, ability to handle various projects at the same time
- Know how to use Microsoft Office
- Know how to use Zoom and Webex, or confident with virtual platforms & modern technologies
- Ability to work under pressure and variable time schedule
- Industry expertise and customer knowledge
- Drive for results
- Emotional intelligence: self-awareness, empathy, managing self and other emotions
- Leading by example: be a trusted leader by showing accountability & empowering others
- Understanding of the sense of urgency & drive change
- Commitment to IRU
- Proactively driving IRU agenda both dealing with day-to-day operations and shaping long term strategic objectives