Career Days - Team Leader Logistics

As a CD Team Leader of Logistics you get the chance to organize the Career Days week in March with a group of driven students. Career Days is the biggest recruiting event at the University of Zurich and one of the main events that AIESEC Zurich provides. Many national and international companies are presenting themselves and their job opportunities offered to the students by being represented on the fair or holding workshops and presentations during the CD week.

Being part of the CD Logistics team you will be working on the organization of this event and will be taking care of the infrastructure and logistics, meaning create logistic form and booklet for companies, order diverse objects and materials and coordinate your team.

It gives a great opportunity to contribute to your project and event management, planning and communication skills.

It will also ensure your better launching to the job market after your studies.

Are you ready to step into the business world? Join the CD team, build up your network and become part of the Career Days dream team!

Responsibilities:

- Be responsible for set up of events
- make stand plans for fair
- order materials and do advance bookings
- Closely cooperate with CD’s Organization Committee President (OCP) & UZH services
- Constant report to CD’s OCP
- Coordinate the logistic team

Ideal Background:

- Interests in project management
- Motivation, drive and available time resources
- Communication skills
- High reliability and working morals
- Creativity, opened-mindedness and fun on challenging tasks

Opportunities:

- Planning and Organizing Skills
- Communication and Coordinating Skills
- Promotion Event Management
- Business manners and client service
- Networking opportunity with peers and stakeholders (companies, university etc.)

We look forward to receiving your application. If you have any question about this position, please contact

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