



## Event Operations Assistant (WEF Davos)

### About the Assignment

FlexDesk is supporting a high-end international client during the World Economic Forum (WEF) Annual Meeting in Davos (January 19–23, 2026). The assignment includes operations at a temporary event location on the Davos Promenade, located in the former Credit Suisse building, as well as guest-related activities across Davos. The role supports an Arab delegation in a premium hospitality environment. **No food & beverage service is part of this role.**

### Job Description

- Guest reception and coat check operations (no F&B; service)
- Point of contact for delegation members
- Coordination with drivers, housekeeping, and venue teams
- Runner tasks and on-site support
- Handling real-time changes and guest requests

### Working Hours

- 2 team members: 07:00 until open end
  - 2 team members: 07:00–16:00
- Some evenings end around 20:00; two evenings may end around 23:00.

### Compensation & Logistics

- Hourly wage: CHF 50.– per hour
- Transportation costs covered during event days
- Accommodation is not provided

### Profile of the Ideal Candidate

- Full availability January 19–23, 2026
- Fluent English (German a plus, Arabic a strong plus)
- Background in hospitality, tourism, or events
- Calm, reliable, professional under pressure

### How to Apply

Please apply with a short video (60–90 seconds). No CV required.

### Contact

Marie Kohler  
marie@flex-desk.ch  
Tel. 081 511 51 53