



Swiss Exams is a leading organisation in exam management. Swiss Exams is an authorised Cambridge Assessment English Platinum Centre, an official Goethe exams centre and an official IELTS test centre in Switzerland. To ensure the smooth administration of our exams, we are looking for motivated and responsible

Exam Supervisor

Description of Position

The Supervisors' responsibility is to instruct Invigilators, to ensure the integrity of the examination and closely follow exam procedures. Exams are held on any day of the week (but mostly on Thursdays, Fridays, and Saturdays), on about 20 to 30 days a quarter. The Supervisor is expected to be available to work for about 50% of the exam dates throughout the year. We are looking for applicants for the areas of **Bern, Chur, Geneva, Lausanne, Olten, St. Gallen, Winterthur, Zürich**. Allocations in other areas are also possible. A minimum commitment of two years is desired.

Your Responsibilities

- Setting up the exam hall according to standards
- Collecting, preparing, and packing exam materials
- Coordinating and overseeing invigilators
- Instructing exam candidates and answering their questions
- Making official exam announcements and ensuring accurate exam timing
- Running paper-based, computer-based and speaking exams
- Handling unforeseen situations calmly and professionally

Your Profile

- **Availability:** Minimum 50% of exam days per quarter (approx. 20-30 days per quarter)
- **Language Skills:** Proficiency in **English at C1 level** (certification required)
- **Flexibility:** Willingness to work in multiple locations across **Bern, Chur, Geneva, Lausanne, Olten, St. Gallen, Winterthur, Zürich**, with possible assignments in other regions
- Ongoing or completed apprenticeship, Matura, Bachelor's or Master's degree
- Proficiency in Microsoft Office and general IT user skills
- **Commitment:** A minimum commitment of **two years** is desired
- **Personal Attributes:** Professional demeanor, reliability, strong problem-solving skills, and ability to remain composed in unforeseen situations

What We Offer

- **Flexible Workdays:** Early coordination of work assignments
- **Comprehensive Training:** Mandatory training day on **May 5th or 6th, 2025, in Winterthur**
- **Dynamic Work Environment:** No two days are the same
- **Independent & Responsible Work:** A professional and structured work setting
- **Compensation:** CHF 30 - 40 per hour
- **Employee Benefits:** Discounts on Swiss Exams services



How to Apply

- **Submit your application Documents:** CV, references, language certificates via Email to hiring@swiss-exams.ch
- **Fill out the Online Application Form:** [Apply now](#)
- **Deadline:** April 14th, 2025 – both the Application Form and application Documents must be submitted for the application to be considered

Our interview process will consist of two stages, enabling us to get to know you better and ensure a great fit for both you and our team.

The interviews will be held from 31.3.25025-30.04.2025.

Application deadline: **14.04.2025.**

Swiss Exams
www.swiss-exams.ch

