

Congress / Event Assistant 80-100%

About Us:

ICM AG leads the global congress organization in circular economy, specializing in vehicle, electronics and battery recycling, as well as e-mobility.

Established in Switzerland in 2000, we organize conferences across Europe, North America, and Asia. Led by founder Jeanette Burri-Duttlinger, our multicultural team excels in English, French, German, Spanish, Italian and Chinese.

Your Role:

We are looking for a motivated and proactive Congress / Event Assistant to support our congress organization and sales activities. If you enjoy working in an international environment, communicating daily with clients, and contributing to the success of global events, this role is for you!

Key Responsibilities:

- Support the sales team in promoting and selling congress participation, sponsors and exhibition packages.
- Communicate with speakers, sponsors, exhibitors, and participants
- Assist with participant management, registrations, and customer inquiries.
- Maintain and update client and participant databases (Active campaign)

What We Offer:

International Environment: Work with international clients and partners.

Supportive Team: Join a friendly, multicultural team that values collaboration.


Career Development: Opportunities to learn, grow, and develop your skills.

Meaningful Work: Be part of international events focused on sustainability and circular economy.

Your Skills and Experience:

- Background in sales, business administration, event management.
- Interest in sales, customer communication, and event organization.
- Strong organizational and communication skills.
- Fluent in English and German (additional languages are a plus).
- Confident working with digital tools and databases; experience with CRM or event platforms is an advantage (Cvent).
- Team player with a hands-on attitude, proactive mindset, and willingness to learn.

Apply Today: Join our great team in making a positive impact on global sustainability efforts. Send your resume and cover letter to nadja.koch@icm.ch

 Working place: 5708 Birwil, Switzerland

We look forward to hearing from you!