

## **Conference Section Host to the Swedish pavilion Expo 2020 Dubai**

### **Background**

The Swedish participation at Expo 2020 is the government's largest investment on trade, investment and tourism promotion. The aim is to promote Sweden as a knowledge society and the competitiveness and creativity of Swedish industry, as well as to strengthen a versatile and positive image of Sweden abroad.

The Swedish pavilion will host a public exhibition, a conference section for the participating companies and organizations, and a broad programming content both inside and outside the pavilion. A number of high-level delegations, both from the public and from the private sector, will occur during the six months of Expo 2020.

### **About the conference section**

The conference section is appr. 600 sqm and is used for temporary exhibitions and receptions. It will be open every day from 10.00 to 22.00 and the roof top terrace until 01.00 during weekdays and 02.00 during weekends (Thursday – Saturday). A catering supplier is contracted to deliver food and beverages to the events in the conference section. Technology providers will be present to assist with technical support for the events. On the roof top terrace, a lounge will be open during the evenings for events both for the participating companies and organizations, and for external visitors.

The conference section is of great importance to the Swedish pavilion as it is here the partner companies can do their own events inviting their guests. It will also be the place for hosting high-level visits from Sweden including arranging seminars, meetings and banquets.

### **About the position**

The assignment as Host entails working in close cooperation with the Conference Section Manager to secure a professional and smooth operation of the conference section. Hosts working in the conference section should be hospitable, friendly, outgoing, stress-tolerant, and be very service minded. In addition, strong communication and collaborative skills are required. Given that Expo 2020 is taking place in Dubai, candidates that are Arabic speakers are of particular interest, but also other languages are an advantage as there will be many other international visitors.

Hosts work 6,5 h per day in shifts, 6 days a week on a rotating basis. The daily opening hours of the pavilions at Expo are 10.00 – 22.00. The Expo site closes at 01.00 during weekdays and 02.00 during weekends (Thursday – Saturday).

### **What's included in the Hosts' position**

- Greet and welcome visitors to the conference section
- Manage and facilitate arrangements and events the partner companies or other parties are executing in the conference section
- Inform about Sweden and the Swedish participation when so required after appropriate training
- Report to the Conference Section Manager and suggest changes of routines if needed. Assist with help and support where needed.
- Interact with the guests based on the Swedish quality manifesto for Co-creation after appropriate training
- If necessary, conduct health and safety efforts after receiving first-aid training

### **Profile**

- High School or University degree, minimum age 18 Y
- Languages:
  - For all candidates: fluency in English
  - Good knowledge of Arabic is a plus
  - Other language skills such as Urdu, Chinese, Russian is also a plus
- Knowledge and interest in Sweden is a strong advantage
- Good communication skills, hospitable, self-confident and interested in people
- Motivated to convey a positive image of Sweden
- Being able to represent Sweden in official contexts
- Open personality, good service and co-operation ability
- Flexible, perceptive, efficient and solution-oriented
- Responsible, confident and comfortable with working under pressure
- Good team player with the ability to support and help out when needed.
- Experience from international events is an advantage

### **Contract period**

Temporary employment with placement at the Swedish Pavilion at Expo 2020 in Dubai from 1 October 2020 to 24 April 2021 (exact dates according to agreement).

Training of all personnel is carried out 1-19 October in Dubai.

Salary level according to agreement.