

# The Hospitality House of Knowledge

Advisory and Sustainable Solutions leading to Certification of Schools, Products & Individuals.

Lausanne Hospitality Consulting SA (LHC) is a Swiss knowledge development and management advisory company. We are the consulting and executive education division of Ecole hôtelière de Lausanne – the first hotel school in the world and work closely with the Swiss Hotel Association.

## Position: Associate

Reporting to: Head of cluster OR General management

### Job description

#### Your main responsibilities and tasks

- Associate will give support in servicing clients and mandates
- Business analysis through research
- To manage the allocated assignments
- Preparation and research for training and consulting mandates
- Maintain control on the quality of delivery and efficient management of client accounts
- Planning and execution of mandates
- Business development activities, prospect and develop activities targeting different lines of services
- Conclude assignments using a consultative approach with the team and the client
- Handling potential client enquiries in person, telephone, e-mail or fax
- Marketing of LHC products and services to identified business prospects

#### Requirements:

- A starting position, one year contract
- Knowledge of the hospitality sector
- Academic background in hospitality or other related fields; Bachelor's degree preferably
- Hospitality graduates or minimum of 1 years of relevant professional experience
- Excellent communication skills in English and French, German is a plus
- Reliable; able to exercise high integrity responsibility
- Dynamic, entrepreneurial and independent
- Diplomatic, respectable and flexible
- Focus, rigorous and organised (Time management)
- Excellent communication skills; ability to listen and respond
- EU citizenship or valid Swiss work permit

Find out what we can do for you. Apply for this job : [lhc@ehl.ch](mailto:lhc@ehl.ch)  
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