



# Traineeship – Event Management & Corporate Talent Programs

Baar, Switzerland

Full-time

Global Contract type: Temporary

Region: Corporate

Area: Corporate Units

Global Department: HR

## Company Description

Sika is a specialty chemicals company with a globally leading position in the development and production of systems and products for bonding, sealing, damping, reinforcing, and protection in the building sector and industry. Sika has subsidiaries in 103 countries around the world, produces in over 400 factories, and develops innovative technologies for customers worldwide. In doing so, it plays a crucial role in enabling the transformation of the construction and transportation industries toward greater environmental compatibility. In 2024, Sika's around 33,000 employees generated annual sales of CHF 11.76 billion.

## Job Description

Step into the dynamic world of corporate events and talent development! This 12-month traineeship offers a unique opportunity to gain hands-on experience in event management while supporting Corporate Talent Management initiatives for senior leadership programs. You will contribute to the smooth execution of training programs and have an opportunity to support the planning and delivery of corporate events at our main location. You will work closely with the Corporate Talent Programs Manager and receive coaching, while also managing your own operational responsibilities.

## Event Coordination:

You will support planning, organization, and smooth execution of corporate training programs, including:

- Coordinating all event logistics, such as venues, hotels, room set-up, facilities, and relevant coordination
- Organizing external activities, such as dinners, outdoor activities, and other social components of face-to-face training weeks
- Preparing and managing training materials, including physical items (name badges, tent cards, posters, gadgets, t-shirts) and digital resources (agendas, participant lists, scripts)
- Maintaining training records, attendance, certifications, and ensuring onsite safety measures are implemented
- Managing invoicing and cost tracking

## Event Support:

- Occasionally assist in planning and executing corporate events for the organization at your location
- Support the coordination of talent workshops, conferences, and other ad-hoc HR or corporate events

## **Participant & Stakeholder Experience:**

- Coordinate and communicate all participant processes, including invitations, registrations, confirmations, and logistics.
- Update regular communications participant's channels with training presentations and training documents
- Coordinate pre-work, reminders, and updates to keep all stakeholders informed
- Use digital tools (e.g., LMS, MS Teams, virtual platforms) to support participant communication and training delivery
- Collect and analyze participant feedback to improve training event quality
- Collaborate with the Corporate Talent Programs Manager on presentations, reporting, and event preparation

## **Qualifications**

- Degree in Event Management or related field
- Willingness to develop a long-term career in event and training management
- Strong organizational skills, attention to detail, and ability to manage multiple tasks simultaneously
- Proactive "can-do" attitude with a focus on service and participant experience
- Excellent communication skills in English and German (Swiss German is an advantage)
- Tech-savvy with interest in digital tools for event and learning management
- Adaptable, flexible, and able to thrive in a fast-paced corporate environment
- Reliable, committed, and ready to support events and training during peak periods

## **Additional Information**

### **What You'll Gain**

- Hands-on experience in coordinating global training programs and corporate events
- Exposure to senior leadership and strategic HR initiatives
- Opportunity to develop your career in event management and corporate learning
- Collaboration with a professional, supportive, and international HR team

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