

Junior Communications Specialist

My client is a successful, privately owned industrial group with several divisions, sales offices and production sites around the world. Innovation, high quality, reliability and customer service are success keys for the leading position in its business. Originally founded more than 100 years ago the group has now a global workforce of almost 5'000 people. The headquarter is based in the upper lake Zurich area.

The mission of Corporate Communications is to support the business strategy, build a strong corporate identity and project a brand image to customers that generates a positive, emotive relationship with the company's services and products.

We are looking for a motivated, enthusiastic and ambitious Junior Communications Specialist in the Corporate Communications Team, who will be supporting the Corporate Communications Officer and other activities in digital, internal and external communications.

Overview of tasks:

- Executive Assistant to CCO
- Digital Communication: website updates (Typo3), SEO implementation, content editing
- Internal/external Communication: support for Corporate publications, management communication, content distribution
- Branding: procurement, storage and logistics of promo items and working clothes
- General Administration: invoices, budget control, meeting organization, travel arrangements, expenses administration, office management
- Corporate Communications inboxes/mail requests

Profile:

- Degree in the field of communication or business administration / economy
- International minded with some experience (work or study or language school)
- Strong analytical und structurized working style
- Fluent in English, German and French
- Team player and quick learner with service-oriented thinking
- Project management skills
- Digital mindset

Are you interested? Please send your application by E-Mail to Matthias Brägger or call him for more information.