

# swiss canadian chamber of commerce



April 12, 2018

## Job Opportunity

The Swiss Canadian Chamber of Commerce (SCCC) was founded in 1985 to build business and networking opportunities between Switzerland and Western Canada. We facilitate businesses and individuals to discover unique and innovative business opportunities, establish valuable business connections and we host networking events.

We are seeking a:

### Marketing and Communication Assistant

**Office location: Surrey, B.C., Canada – Part-time or full-time**

### Position Summary

Reporting to the board of directors, the Marketing and Communication Assistant of the Swiss Canadian Chamber of Commerce is responsible for the administrating activities of the SCCC, including the internal and external communication, the maintenance of our online presence and the organization of events

### Qualifications

- Proficient with Windows, Word, Adobe, Outlook, WordPress
- Good understanding of the Social Media channels
- Excellent command of the English and German language, both written and verbal
- Independent organizational skills
- Degree or background in office administration or marketing

### Responsibilities

- Administration of the Swiss Canadian Chamber of Commerce (SCCC) activities
- Coordinate activities between the board of directors
- Interact with partner organizations of the SCCC in Canada and Switzerland
- Membership handling and acquisition which includes sales and marketing activities
- Publishing the monthly newsletter
- Correspond with members and external partners to keep them informed
- Participate in SCCC related events to ensure a smooth implementation
- Maintain the online presence of the SCCC
- Correspondence in English and German

Interested candidates should respond by emailing a resume and cover letter to [nina.bader@garaventalift.com](mailto:nina.bader@garaventalift.com).