



Global Clearance Solutions (GCS) is a leading company in the security industry and a provider of safe, reliable and cost-efficient mechanical solutions for the disposal of landmines, IEDs and other remnants of war. In order to expand our Team, we are looking for an experienced:

Temporary Marketing Assistant (50 - 60%)

For our headquarters office in Freienbach, Switzerland, we are looking for a Marketing and Communications Assistant to fill a temporary position (3-6 months) with the potential for a permanent employment.

Your Responsibilities

- Assisting team members with day to day marketing and communication tasks and projects as requested
- Updating the website and other marketing material (brochures, presentations, etc.)
- Organising the production of branded items such as stationery, merchandise, giveaways and clothing
- Managing social media channels
- Developing, coordinating and distributing press releases, quarterly newsletter and articles
- Assisting with the production of artwork, sourcing images
- Support and organize events and exhibitions (internal/external)
- Coordinating tasks with creative agencies and other service providers
- Undertake photography and photo retouching
- Maintenance of corporate identity

Your Profile

- Commercial apprenticeship and a marketing / communication or graphic design degree
- A minimum of 2 – 3 years of relevant work experience
- Fluency in English and German is a must, ability to speak another language is a plus
- Structured approach, organizational skills and resilience
- Ability to produce high quality content (in German and English)
- High degree of initiative, excellent communication skills and ability to work interdisciplinary
- Competent in standard Adobe CC applications (InDesign, Photoshop, Dreamweaver, Illustrator and MS Office, Mailchimp, etc.)
- Video editing is a plus

Our offer

- Become part of an entrepreneurial and highly dynamic company culture
- Join a competent and motivated team of experts in their field
- Support the development of products and services that make a difference wherever they are needed
- Develop your personal skillset in an inspiring environment
- Receive a competitive compensation with flexible work arrangements

Looking for a new Challenge?

If you are interested in working for Global Clearance Solutions AG and meet the profile outlined above we would like to hear from you. Please send your complete application documents to jobs@gcs.ch .