



General Manager

Canadian-Swiss Chamber of Commerce: *Bringing businesses together*

Canada and Switzerland share so much – rugged mountains, tranquil lakes and multicultural societies. Our two great countries also offer many unique business opportunities. The CSCC brings together business people from across both countries to explore these opportunities and build valuable professional relationships. We do this through a variety of networking events, conferences and other engaging activities held throughout the year in Zurich, Geneva and Bern.

The CSCC seeks a dynamic and professional General Manager to work closely with the President and Board of Directors in developing and executing our exciting program of business-oriented activities and events in Switzerland.

The General Manager's responsibilities include:

- ***Board and Committee Coordination:*** Administration, planning and support for Board meetings and activities of Executive Committee, Events Committee, Golf Committee and Membership Development & Public Relations Committee.
- ***Communication:*** Planning and execution of all communications with membership and external contacts in coordination with Membership Development & Public Relations Committee, including event announcements, eNews Bulletins, marketing materials and maintenance of website.
- ***Event Coordination:*** Planning and execution of all activities and events in coordination with Events Committee and Golf Committee, including identifying interesting speakers and events, liaising with venue, speakers, the Canadian Embassy and other chambers of commerce, and administering registration and payment.
- ***Membership:*** Primary contact for all member enquiries and requests for assistance, recruitment of new individual and corporate members, implementation of Gold and Silver partnership programs, maintaining membership database.
- ***Finances:*** Administration of membership fees and other invoices, management of cashflow through bank and Paypal accounts, and preparation of financial statements in coordination with Treasurer.

The successful candidate will be an energetic and self-motivated professional with strong communication, organizational and inter-personal skills. A high degree of fluency in English is required, and the ability to communicate in French and German will be an asset.

This is a part-time position (approximately 50-60 hours per month) from your own work location and requires some travel for events and meetings in Zurich, Geneva and Bern. Compensation is competitive with the market and will be commensurate with the skills of the successful candidate. Start date: as soon as possible.

Interested candidates are invited to submit their application (CV and covering letter) via email before Friday February 17th, 2012:

Diana Ritchie, Managing Director

SCC SARL (Spouse Career Centre/Swiss Career Connections)

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