



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

Marketing and Communications Assistant (50-60%)

For our headquarters office in Freienbach, Switzerland, we are looking for a Marketing and Communications Assistant (50-60%). Together and in coordination with the Head of Marketing and Communications you take care of all day to day marketing and communication tasks and projects.

Your responsibilities

- Researching and writing of stories, press releases and articles in English language
- Updating the website and other marketing material (brochures, presentations etc.)
- Managing the social media channels
- Organizing the production of branded items such as stationery, merchandise, giveaways and clothing
- Maintaining the corporate design, ensuring a consistent brand identity
- Organizing and supporting events and exhibitions (internal/external)
- Briefing and leading creative agencies and other service providers (video producers, photographers etc.)
- Taking and retouching photos, editing videos

Your profile

- A degree in marketing, communications or journalism (HF or higher)
- A minimum of 8 years of relevant work experience in marketing, communication or journalism
- Fluent in English (native speaker preferred) and German, any other language is a plus
- Ability to produce high quality content and thrilling stories (in German and English)
- Competent in standard Adobe CC applications (InDesign, Photoshop) and Content Management Systems
- Structured approach, organizational skills and resilience
- High degree of initiative, excellent communication skills and ability to work interdisciplinary
- Hands-on mentality, willing to get things done

Our offer

- Become part of an entrepreneurial and highly dynamic company culture
- Develop your personal skillset in an inspiring environment
- Receive a competitive compensation with flexible work arrangements
- Engage in a meaningful environment with a company that makes the world a better place

Are you interested?

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 including your salary expectations to jobs@gcs.ch.