



We create safe environments – across the globe, GCS eliminates explosive threats and restores habitats. Integrating our own innovative, proven technology with on-the-ground operational expertise, we remove landmines and other explosive remnants of war safely and sustainably. We are an owner-managed, independent company headquartered in Switzerland with engineering and production facilities in Germany and regional offices world-wide.

In order to expand our team in Freienbach, Switzerland, we are looking for you as:

Corporate Office Assistant 80% (m/f/d) | Demining Systems

Your Responsibilities:

- Manage administrative and organisational topics to support the expansion of our corporate office activities
- Strong collaboration with our senior and executive management teams
- Responsible for office management, looking after postal services and office supplies
- Administrative and management assistant tasks such as managing bookings and travel arrangements
- Prepare presentations, announcements and documentation for internal and external stakeholders
- Planning and coordination of meetings, workshops, fairs and other events

Your Profile:

- At least 3 years of work experience as administrative and/or management assistant or similar
- Experience working for an international small to mid-sized organisation, highly desirable
- Solid knowledge of MS-Office with advanced Powerpoint skills
- Highly independent individual with a strong organisational and time management mindset
- Fluent verbal and written language skills in English and German

We offer you:

The opportunity to play an active and meaningful role in shaping the future of our globally active company and to develop yourself within the company. Flat hierarchies, a pleasant working atmosphere, flexible working hours and workplace regulations as well as attractive compensation is what sets us apart.

Apply now by e-mail with your application documents including your availability at jobs@gcs.ch and become part of our GCS team.

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