

Swiss-Chinese Chamber of Commerce (SCCC) facilitates sustainable economic relationships between Switzerland and the People's Republic of China. The Chamber helps to establish successful business interactions between Swiss and Chinese companies. The SCCC is looking for a motivated young professional.

Location: Zurich

Duration: 3 months or by agreement

Start: immediately or by agreement



About the role

The intern will assist the team in administrative tasks in relation with membership, events and external communications.

Responsibilities

- General administrative management of the executive office
- Supports the team in organising business events and onsite support of large and small events
- Monthly newsletter and event mailings creation
- Update social media channels such as LinkedIn
- Creation of marketing material for events and the chamber
- Website development and maintenance
- Coordination of Chinese delegations
- Daily ad hoc tasks

Essential skills requirements

- Service and client oriented with positive working attitude and very professional behavior
- Talent in multitasking and flexible in working hours
- Strong organizational skills with attention to details
- Proficiency in MS Office
- English proficient (Chinese advantageous)
- Fast thinking, flexible and problem-solving mindset
- Affinity for digital channels and social media
- Excellent written and verbal communication skills

This professional opportunity is a unique chance to launch your career, giving you an insight into various sectors of event organization and business world in general, and enabling you to interact with numerous private corporations and governmental entities, as well as professionals with very diverse backgrounds and activities. Salary is to be discussed during the interview.

If you are interested in this position, please send your CV and a motivation letter to Ms. Beilun Wei, General Manager at wei@sccc.ch.

Please note that ONLY candidates who have been selected for an interview will be contacted.