

## JOB DESCRIPTION

“Executive Assistant”

Swiss Chamber of Commerce in Turkey

Start: 05.09.2017



### Ideal Candidate Profile:

- Bachelor degree in business or social sciences
- Excellent command of English and German (French is a plus)
- Excellent communication and interpersonal skills
- Well-developed self-learning skills and attitude
- Be a team player and support the overall mission and objectives of the Chamber
- Detail orientated
- Advanced in using MS Office applications

### Responsibilities:

- Scheduling meetings and appointments
- Handling phone, photocopy, fax and process incoming & outgoing mail and e-mail
- Coordinating travel and accommodation arrangements
- Organizing events
- Maintaining database
- Assisting with translations
- Editing letters and documents
- Creating the Chamber's bimonthly newsletter in English
- Editing website content
- Social Media publishing (Facebook, LinkedIn, Instagram, Twitter, Youtube)
- Communicating with Chamber members for events, membership, sponsorship etc.
- Maintaining close contact and cooperation with fellow officials in other Chambers and trade promoting associations, and with staff of Swiss government institutions in Turkey.

Interested candidates are kindly asked to send their resume and cover letter to [eda.hosceylan@tr-ch.org](mailto:eda.hosceylan@tr-ch.org) not later than **August 07<sup>th</sup>, 2017**.

### Adres | Address

Mecidiyeköy Yolu Cad.  
Celil Ağa İş Hanı  
N: 10 K:11 D: 45  
Mecidiyeköy İSTANBUL

Tel: +90 212 211 14 35  
Fax: +90 212 211 14 36  
Web: [www.tr-ch.org](http://www.tr-ch.org)  
E-mail: [info@tr-ch.org](mailto:info@tr-ch.org)

### Kütük No | Registration Number

34/033-008

### Banka Hesabı | Banking Account

Türkiye'de İsviçre Ticaret Odası  
Derneği

Akbank Ortaklar Şubesi

IBAN TL  
TR36 0004 6006 9288 8000 106318

IBAN CHF  
TR46 0004 6006 9202 1000 106322  
SWIFT: AKBK TR IS



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