



Trainee Swiss Chamber of Commerce in Turkey

We, the Swiss Chamber of Commerce in Turkey, are seeking an energetic, responsible trainee to join our organization. In this position, you will be mainly responsible in supporting the Swiss Days Istanbul project, in close cooperation with the Swiss Business Hub Turkey at the General Consulate of Switzerland in Istanbul. The position is temporary until end of September 2019 and the starting date is as soon as possible.

Main Duties and Responsibilities:

- Administrative and organizational support of the Swiss Business Hub Turkey at the Consulate General of Switzerland
- Manage and update databases (excel-sheets) and input information
- Participate in team meetings and brainstorming sessions
- Project Management and execution support of "Swiss Days Istanbul"

Skills required:

- Currently pursuing a Master's degree in marketing, business administration, international relations, or a related field
- Analytical, problem solving and organizational skills
- Project Management skills
- Advanced computer skills (MS Office) and willingness to learn new applications
- Excellent written and verbal Turkish and English communication skills. French or German language would be an advantage
- Self-directed and able to work independent
- Energetic and eager to tackle new projects and ideas

We offer:

- Dynamic workplace in a small and young environment, which is located in the center of Istanbul
- Access to a broad and interesting network
- Close cooperation with Swiss Business Hub Turkey, Consulate General of Switzerland, Swiss and Turkish companies

TO APPLY:

Please send your CV and motivation letter in electronic format (Word document/ PDF file) to sevda.topcu@tr-ch.org by **22.03.2019**. Please indicate "Trainee Swiss Chamber of Commerce in Turkey" in the subject line of your email. Only candidates selected for an interview will be contacted.