



Swiss Exams is a leading organisation in exam management. We are an authorised Cambridge Assessment English platinum centre, an official Goethe exams centre and IELTS Test Centre offering over 400 exams per year. For the Marketing & Communications Team we are looking to fill the part-time position of:

Online Marketing Specialist & Events Coordinator 50-60%

As a member of the marketing team, you will be:

- developing digital content (e.g. Website, Newsletter, Social Media, etc.)
- responsible for event management (coordinating online and live events)
- responsible for the online shop (e.g. SEO, sales and promotion, etc.)
- developing Social Media campaigns
- supporting the intern in Marketing & Communications
- monitoring industry trends and competition
- reporting on marketing performance (KPI).

You should apply if you have:

- a degree in marketing or event management (e.g. Marketingfachmann/-frau, HF, FH)
- language skills: proficient level of English & German (minimum CEFR level C1) or English language stay abroad, French would be a very strong asset
- previous experience working in online marketing (e.g. SEO/SEA, Social Media)
- proficient IT user skills (MS Office programs, CMS (Drupal and Wordpress))
- critical thinking and problem-solving skills
- a sense of responsibility, are ambitious and work well independently and in a team.

You will work:

- in a fair and flexible working environment where your opinion is highly valued
- within a young and dynamic team, autonomous and flexible
- in an established, well-structured and innovative company
- in Winterthur and remotely from home
- in a company that encourages and supports further education (e.g. languages, studies).

The position is available as of April or when agreed upon.

If you are interested in this position, please send us your application in English (including your CV, letter of application, diplomas and references) by using the link below.

[Please submit your application here.](#)

Application deadline: 28 February 2021