

VACANCY

Project Supervisor on Part-time Basis

The Swiss Business Council UAE is looking for a competent and dynamic candidate for the role of Project Supervisor on a part-time basis (*possibility to become full time position in the future*). Please find below a brief description of duties (the position will not necessarily be limited to the following tasks and assignments):

Administrative tasks

- Assist in e-mail and mail correspondence
- Assist in answering phone calls
- Preparation of monthly office report
- Assist on annual report
- Assist on monthly president note
- Writing of minutes of the various meetings

Membership

- Assist in handling of existing members' profiles and new membership applications
- Assist in creating more awareness of the SBC, to get more members and sponsorship
- Maintaining and updating the content and database of members' hard and soft copy files and on the SBC website

Events

- Assist in organizing events in Dubai, Abu Dhabi and Northern Emirates
- Assist on the day of the event with set up, registrations and photo taking

PR & Communications

- Assist in maintaining the Facebook, LinkedIn, Instagram and Twitter accounts
- Assist in maintaining the 'swissbcuae.com' website
- Assist in acquiring of new members
- Take the lead for content creation for social media
- Take the lead in creating flyers for various events
- Take the lead for photography at events and social media posts
- Creation and coordination of monthly 'Newsletter' emails

Various

- Assist for the directory book content gathering and editing, coordinating with members and editing company
- Cooperation with the Swiss Consulate and Embassy, the Swiss Business Hub, SBC Groups and other Business Councils

Relevant skills and background

- Fluent in spoken and written English. German/Swiss German, and/or French and/or Italian and/or Arabic is a plus
- Marketing, Events and Communications background is preferred
- Skills for creative design is preferred
- Working knowledge of MailChimp, Hubspot and Canva is a plus
- Well organized and creative, detail-oriented
- Should be a people person, with past experience in the service industry

Working Hours

- Should be flexible with working timings. The working hours will be scheduled based on the activities of the SBC. The person will be required to work on a part-time basis - 70% capacity. For the weeks with no events, it will typically be a 4-days working week, from 9am to 5pm, including a 1-hour break. Days off to be determined based on activities.
- On average 4 monthly events after office hours to be attended.

Conditions

- Depending on the task, the employee will be asked to work remotely, at the Dubai SBC office and/or at the event venue area in UAE. Main location being the SBC Office: Swiss Tower, Cluster Y, JLT, Dubai. No parking facility will be provided.
- Must have own valid residence visa
- Monthly salary AED 6,000 – AED 7,000 depending on experience and working flexibility

If you are interested in this position, or know someone who may be, please send the CV and cover letter by the 15th of April 2024 to Laetitia Marotta at the Swiss Business Council on dubai@swissbcuae.com. For more information about the Swiss Business Council, visit our website www.swissbcuae.com. Pre-selected candidates will be contacted by the early May.