



Swiss-Indian Chamber of Commerce

The Swiss-Indian Chamber of Commerce (SICC) is a growing bi-national, private sector, non-profit association with overall more than 400 Swiss and Indian members. It is the leading platform for doing cross-border business, investments and trade between Switzerland and India. It had a pivotal role in getting a Trade and Economic Partnership Agreement between EFTA/Switzerland and India signed recently and is now also engaged in its implementation.

Founded in 1985, celebrating its 40th anniversary in 2025, SICC is widely recognized as a key stakeholder in advancing Indo-Swiss economic relations. As an independent organization, the Chamber co-operates with all relevant public authorities and private institutions in both countries dedicated to the same goals.

SICC's office is led by the CEO who is responsible for all operational aspects of the Chamber. We are looking for a passionate, motivated and accomplished professional to join our small and energetic team as

Director communications and client engagement (30-40%)

Your responsibilities:

Communications and (Social) Media

- Monthly Newsletter and ad hoc member mailings: Conceptional and editorial responsibility
- Social Media: Create and manage content for SICC Social Media Channels (with focus on LinkedIn)
- Responsibility for the SICC website (including regular updates and maintenance)
- Responsibility for photography and videos at and media coverage of SICC events

Membership/Partnership/Sponsorship Management

- Maintain mailing database
- Maintain website member listing
- Support Management in acquiring and onboarding new SICC partners/sponsors
- Support Management in Membership/Partnership/Sponsorship management and retention

Event Management

- Support the management team before, at and after SICC events
- Represent SICC at events, including engaging with SICC members

Your profile

- Proven experience as communications specialist
- Proven experience in copywriting and editing
- Experience with CRM
- Solid project management skills
- Experience in web design and content production
- Working knowledge of MS Office, photo and video-editing software
- Excellent command of written and spoken English and German
- Outstanding organizational and planning abilities
- International exposure to India in a work-related or personal context

This is an exciting role to become an active part of the thriving Swiss-Indian economic relationship that offers and requires a good degree of flexibility.

The employment start date is to be mutually agreed, but preferably in the Q4/2024 and latest by January 1, 2025. Please submit your complete application with your CV, supporting documents and motivation letter **by Friday, August 30, 2024** by email to: preethi.nair@sicc.ch.