



Work with leaders in your field every day.

Glencore is one of the world's largest globally diversified natural resource companies and a major producer and marketer of more than 90 commodities. Our operation comprise around 150 mining and metallurgical sites, oil production assets and agricultural facilities – supported by a network of more than 90 offices located in over 50 countries.

We employ approximately 158,000 people including contractors and we provide people with the opportunity to develop and grow their expertise and the confidence to grow their careers.

Communications officer

**Corporate Affairs Department
Baar, Switzerland**

The Communications officer Switzerland will work closely with the Communications Manager Switzerland and others to assist with the delivery of the communications strategy for Switzerland, including raising awareness for the company's local sponsorships.

The position encompasses the following tasks:

Communication

- Support the management of the weekly content calendar for the Swiss Facebook page, including drafting posts, setting-up, monitoring and evaluating paid social media campaigns.
- Manage suppliers, helping coordinate the development and review of content, including videos, animations and fact sheets.
- Assist in developing and implementing an internal and external communications strategy to increase awareness of Glencore's sponsoring activities in Switzerland.
- Help manage the Swiss website and post content on the Baar intranet that informs about Glencore's activities in Switzerland.

Administration

- Help manage the distribution of official announcements, including distribution lists and liaising with our mass mailing provider, as required.
- Identify potential suppliers and manage the administrative process.
- Coordinate and proof read German translations; help coordinate review processes and maintain the German glossary.
- Provide general support where necessary, e.g. planning events, research, presentations

To strengthen our team, we are looking for candidates with...

- Bachelor degree / higher education essential.
- Native Swiss German speaker with excellent verbal and writing skills in German and English (corporate language). French and Italian language skills are an advantage.
- Highly motivated, able to work independently, while being a strong team player.
- Strong organizational and planning skills, attention to detail and solutions-oriented.
- Comfortable working on several projects at the same time.
- Able to adapt quickly to new situations and work under tight deadlines.
- Open to other people's points of view and able take on board feedback.

The ideal candidate has...

- 3-5 years experience in administration and communication.
- Successfully managed administrative tasks and projects.
- Experience in social media management and content development.
- Ideally worked in an international and dynamic environment before.

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