

## Freelance Office Manager

Coaching Events Kommunikation (CEK) is a crosscultural consultant agency, an SMI headquartered in the Zurich area of Switzerland. Our main services are cross cultural trainings, job search coachings and cross cultural interpretation. We are looking for an engaged freelance office manager who will support us managing all administrative and organisational matters.

### Dos

- coordinating trainings/appointments
- coordinating co-trainers
- managing training locations
- preparing training material
- communication with global contractors
- communication with exat clients
- managing diverse complex invoice procedures
- social community management

### Skills

- English excellent
- Deutsch fliessend
- cross cultural competence
- excellent office programs (windows office)
- social media management
- selfemployed
- working on your own/home office

### Working attitude

- flexible
- proactive/creative
- solution focused
- entrepreneurial

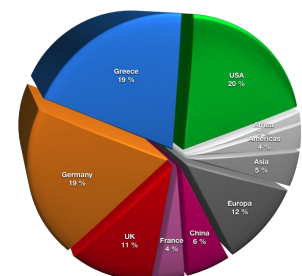
Working with CEK you will have a full insight into cross cultural consultancy business as well as into the 'typical Swiss way of doing business'. Further you will be part of globally active and diverse team, both employees and clients. Last but not least CEK offers broad connections through diverse social media platforms.

### Contact

Regina Reinhardt, CEO CEK

Does this position appeals to you? Send us an email to

[coaching@reginareinhardt.com](mailto:coaching@reginareinhardt.com) attaching your resume. We are looking forward to getting to know you.



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