

## Executive Support Global Go-to-Market 25-33h per week, Zurich

### We Connects the Physical and Digital Worlds

Swiss Post Solutions is a leading outsourcing provider for business processes solutions and innovative services in document management. A strong international client base relies on SPS' ability to envision, design and build end-to-end solutions and to be its trusted advisor for the key value drivers in BPO: location strategy, process optimization and technology. Part of the Swiss Post Group, SPS' 7.500 employees and specialized partners span the full range of the industry – from insurance, banking, telecommunications, and media, retail to energy supply and travel & transportation – addressing customer needs in more than 20 countries.

### Your field of activity

Do you enjoy working in an international environment with Senior Executives in our headquarters in Zurich? In this role, you support our Head of Global Go-to-Market (member of the Executive Board), with activities as follows:

- Analytics and reports, incl. preparation of CRM and pipeline reports, market analysis, reporting's, conceptual activities
- Project support and project management, developing project content and results, working with global and local teams face-to-face and virtually
- Organizational and administrative support incl. preparation of presentations and documentations, support for meetings and workshops





### Your Profile

- ✓ You are in your Bachelor or Master studies or you graduated recently – students and graduates wanted
- ✓ Strong interest in Swiss Post Solutions, its business and multi-national environment
- ✓ Proactive and positive person with high level of personal initiative and commitment
- ✓ Fast learner, strong ability to organize yourself in a structured manner, also, to work independently and in teams to achieve your goals and meet deadlines
- ✓ Highly professional communication and collaboration across all levels within our international organization and with external partners
- ✓ Ability to develop creative and structured solutions with high quality awareness
- ✓ Proficient in German and English, both written and spoken

**If you are excited about this role, we would love to get to know you!**

### The advantages for you

You'll enjoy attractive additional benefits:

-  Five weeks' holiday
-  18 months' maternity leave and four months' paternity leave; contribution towards supplementary childcare costs
-  Mobile and flexible working, home office, third place, part-time work and job sharing
-  Fair employment conditions thanks to a collective employment contract

### Jobdetails

**Employment level**  
25-33h per week,  
Permanent


**Job location(s)**  
Zurich


**Reference number**  
26647


**Swiss Post unit**  
Swiss Post Solutions


**Contact**  
Juro Viljusic



 Support with basic and advanced training, temporary job changes, promotion opportunities

 Half Fare Travelcard or contribution towards GA Travelcard and PubliBike subscription of CHF 20 annually

 Staff vouchers to the value of CHF 500 annually

 Discounted food and drink at staff restaurants



[www.post.ch](http://www.post.ch)