

## Open position within the SAS Committee

Are you looking to extend your network, to be active in the Swiss community, meet people and to face a new challenge?

The SAS committee currently has to offer the position as:  
**Secretary**

At SAS, we are proud having 10 dynamic Committee members who have strong skills, enthusiasm, networking ambitions and time to offer to our Swiss community. Due to upcoming relocations we need to recruit additional like-minded individuals dedicated to the idea of working in a quality driven and dynamic environment.

### Our offer:

- A part-time job, flexible to your schedule.
- A diverse in an excellent teamwork environment
- Great networking opportunities amongst the Swiss, international, and local communities

### Your tasks:

- Organizing, allocating & answering community requests
- Organization of the monthly committee meetings, prepare the agenda & minutes
- Check and update the email lists in Mailchimp
- Participate the committee meetings & major annual events
- Coordinating the membership renewal
- Assist the organization of the yearly AGM & update the changes of constitution

### Your skills:

- Administrational, organizational & time management strength
- Reliability & detail-orientation
- Active participation and contribution to our dynamic association
- Desire to give time to your Swiss community on a volunteer basis
- An intermediate level of English

### Contact Information:

To apply or to get more information, please contact Lionel Berthod by email at [lionel.berthod@swiss-sg.org](mailto:lionel.berthod@swiss-sg.org) or WhatsApp or call him [8169 9595](tel:81699595).