



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 operations comprise of 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 160,000 people including contractors and we provide people with the opportunity to develop and grow their expertise and the confidence to grow their careers.

Personal Assistant 60-100%

Zinc/Copper Department – Copper Division
Baar, Switzerland

The position encompasses the following main tasks:

- Responsible for traders' and assets managers' correspondence (letters, fax etc.) and e-mail communication internally as well as with various third parties
- Carrying out travel arrangements including flight schedules, visa requirements and hotel bookings for the department and for visitors as required
- Organization of meetings, conferences, events, etc. and arranging and coordinating conference schedules
- Prepare monthly expense reports
- General administrative duties such as filing and archiving work
- Process incoming/outgoing telephone calls
- Assisting the traders with various items
- In charge of private secretarial work for superiors
- Close collaboration within the team of 3 assistants (daily lunch coordination, close teamwork, back up during holidays)

We are looking for candidates...

- with a solid educational background
- with min 3-4 years experience working as PA in an international and multicultural environment
- who are fluent in English (corporate language) and German, a good understanding of any other language is a great asset

The ideal candidate...

- is a good team player with an independent, flexible work attitude and discrete behaviour
- disposes of efficient and well organized working skills as well as a good know-how of using MS Office tools
- is able to work in a dynamic, as well as entrepreneurial and performance driven environment

DIVERSIFIED • DEDICATED • DRIVEN

apply now

www.glencore.com/careers

GLENCORE