

SB Conseil

International Business Transformation Consultancy

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Marketing & Social Media Manager

Company Description

SB Conseil is a small specialist Swiss consultancy specialising in providing comprehensive and end-to-end guidance to SME's, particularly in Europe. The main office is in Villars-sur-Ollon, Switzerland, but a lot of the work is international and done in hybrid mode. The firm specialises in four main areas (see our website for a breakdown and explanation), and since 2018 has worked with more than 20 SME's around Europe, Middle East and Asia.

This posting is a part-time, on demand role that will include work across not only SB Conseil, but also in partnership with some of our partners and clients. The work can be done fully remotely from wherever the candidate is based.

Job Responsibilities

The successful candidate will be engaged in a wide variety of tasks supporting both the SB Conseil team and its partners and clients. The candidate will:

- Develop, expand and curate our social media and marketing channels
- Creating content for our various social media and marketing channels
- Edit and curate the website

Candidate Profile

The ideal candidate will be required to have a strong professional experience (min. 5 years) in developing and scaling social media and marketing channels for SMEs. The candidate should also have a strong grasp of written and spoken English, whilst French and German would also be advantageous but is not a requirement. Finally, the candidate should have the capacity to understand certain aspects of our consultancy and work, in order to better create curated content for our various channels.

Key Competencies

- 5+ years in developing, expanding and curating marketing and social media initiatives for SMEs
- Ability to understand in good detail what SB Conseil and their partners do
- Accuracy and strong attention to detail
- Be able to work autonomously and display initiative
- Interact well in a team environment
- Possess a strong work ethic
- Be able to perform well in a fast-paced and ever-changing environment
- Good organisational skills and ability to run a variety of tasks at once
- Strong communication skills, notably written
- Fluency in English, French and German will be looked upon favourably but is not a requirement

Location: Fully remote

Duration: No length, indefinite, on-demand contract

Start Date: Between Jan and March 2023, depending on availability

Remuneration: Competitive

Deadline: 10. January 2023

Application Process

Please submit a detailed CV and covering letter around why you feel you would be a strong applicant to Sam Bidwell, Director & Consultant (jobs@sb-conseil.org). We will not answer phone calls but are ok replying to email queries.

We are also keen to see examples of your past work – please provide us with examples with (1) how you have grown a former clients social media following, (2) some marketing templates (e.g. outreach emails, blogs etc.)

SB Conseil is a registered Swiss employer subject to national and cantonal labour laws. We are able to entertain applicants from all over the world who do not have a Swiss work permit, providing they can provide relevant documentation proving third party status. They will subsequently invoice us for their work on a pre-agreed lump/hourly sum.