

 Gearbulk is an international shipping group providing high quality transportation services for various industrial sectors. Founded in 1968 by Kristian Gerhard Jebsen in Bergen, Norway, the company is 51% owned by the Kristian Jebsen Family, with 49% being owned by Mitsui OSK Lines, based in Japan.

The group and its related companies operate the world's largest fleet of open hatch vessels, specifically designed and equipped to transport unitised cargoes such as forest products and non-ferrous metals. Gearbulk is also involved in the transportation of conventional bulk cargoes and in terminal operations. Gearbulk has around 2000 employees in total.

**Corporate Assistant – Part-time**  
(Pfäffikon, Switzerland)

We are looking to recruit a professional and motivated person to support our general administrative and facilities-related activities for our Head office (IT, Finance, HR functions).

You will have a strong liaison with colleagues and employees throughout our international office networks and as such, having an understanding of different cultures. You will play an important role in our Corporate Communicate, therefore a previous experience in communication would be a plus.

Additionally, you will be expected to liaise closely with stakeholders internally, including the Executive Directors, and externally, i.e. Landlord's representatives, suppliers, and always seek to promote the smooth and compliant running of the office.

The successful candidate should ideally have worked in a busy general office management/administration; experience in working for an international environment would be preferable. We are looking for someone who is hands-on, service oriented, proactive, flexible and able to work independently.

You are native or highly fluent in English, have excellent interpersonal, communication, organisation and prioritisation skills, sound attention to detail, solid computer skills and be proficient with Microsoft packages, particularly PowerPoint.

We offer an opportunity to work in an international company that will enable you to progress your career. The role provides the right candidate with ample opportunity for professional growth in an exciting and fast-paced environment.

Please send full personal and career details, including current remuneration, to [Jobs@Gearbulk.com](mailto:Jobs@Gearbulk.com). The closing date for applications is 31 December 2017

*Gearbulk operates an Equal Opportunities Policy.*