

Scholz & Friends is the internationally most successful German agency group and is represented in Switzerland via its office in Zurich. As a full-service agency we create orchestrated communication solutions for both national and international clients.

For our client UBS Switzerland AG, to start at the next available opportunity, we are currently looking for a

Client Communications Manager (f/m/d) 100%

Your role

- Manage invitation processes for major events and hospitality platforms across the Global Wealth Management EMEA region
- Serve as the central administration and coordination point for all ticketing activities on internal and external event platforms in the Swiss market
- Oversee the entire ticketing process using system-based tools, including event announcements, needs assessments, managing the nomination process, ticket allocation, and handling reorders and changes
- Act as the main point of contact for ticket-related inquiries from the Marketing Team and selected business partners
- Manage ad hoc client communication through the email marketing tool, including approval process and distribution as well as reporting and testing
- Place of work will be Zurich

Your profile

- Basic commercial training or equivalent / higher training
- Professional experience at a client service/success operating/ticketing role, preferably in the hospitality sector
- High service and client orientation is an absolute must
- Strong affinity for digital tools and data analysis
- Self-starter who is used working independently
- Detail-oriented, characterized by reliability, commitment and willingness to perform
- Excellent communications skills; fluency in English is essential, with additional languages such as German, French and Italian being beneficial

Are you an upbeat person used to working independently within a team?
Do you bring a high degree of social competence and dedication to the table?
Are you flexible, able to work under pressure and communicative?
Then we look forward to meeting you!

Please submit your application directly via jobs.ch.

For administrative reasons we will only be considering applications submitted directly via the portal jobs.ch. Thank you.

Scholz & Friends Schweiz AG
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Scholz & Friends Schweiz

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