

*Established in 1963 as a Swiss bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates a branch in Luxembourg and a representative office in Dubai DIFC. More information can be found at [www.bcp-bank.com](http://www.bcp-bank.com)*

To help us enhance our brand presence and communication strategies, we are currently seeking a dynamic and creative

### **Communications Officer** **Part-time (50%)**

#### **PURPOSE OF THE ROLE**

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As a key player you will contribute in enhancing the internal and external communications and in promoting an inclusive workplace culture reflecting the Bank's ethos.

You will also play a pivotal role in implementing the corporate visual identity and employer brand of the Bank.

#### **KEY RESPONSIBILITIES**

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- Contribute in the production and implementation of effective internal and external communications to support Bank's objectives
- Create, edit, and distribute regular communication content across various platforms, including press releases, newsletters, social media, annual report, marketing documentation and Bank's website
- Gather communications materials and collaborate with cross-functional teams to ensure consistency in messaging, visual identity and branding
- Maintain and optimize content for the Bank's website and social networking channels such as LinkedIn
- Participate in the planning and arrangement of events and promotional activities
- Manage relationships and contracts with external agencies and business partners
- Draft messages from senior managers for presentation to internal or external parties
- Act as back-up in the preparation of agendas and minutes for Senior Management meetings, including Board of Directors
- Maintain library of all communications tools, videos and pictures in a digital format

#### **REQUIREMENTS**

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- University degree in Communications, Public Relations or a related field
- Proven experience (3+ years) in a similar role in a banking or financial environment
- Excellent written and verbal communication skills in English and French
- Ability to communicate clearly and concisely
- Rigorous and keen eye for details
- Strong organizational skills with the ability to handle multiple tasks and deadlines
- Creative thinking
- A plus would be an experience with design software (Adobe Photoshop, Illustrator, InDesign) and social media management
- At ease with MS Office tools
- Swiss national or valid swiss working permit

#### **OTHER**

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- Location: Geneva
- Starting date: Immediate
- Activity rate: 50%, from Monday to Friday

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).

*Kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position. Thank you for your understanding.*