



*H. Moser & Cie.*  
VERY RARE

## JOB OFFER

H. Moser & Cie. is a leading independent Swiss watch manufacturer, employing 60 people and producing high-end watches combining innovative functionality with minimalist and edgy design. Based in Schaffhausen, the almost 200-year-old brand benefits from a unique creative and entrepreneurial spirit and from fully integrated manufacturing facilities.

The independence, the passion and the entrepreneurial spirits of its organisation has established H. Moser & Cie. as a leader of independent watchmaking with uncompromising creations and unconventional communication. As the marketing world is in full mutation, challenge yourself, join a 200-year-old “start-up” and shape the brand’s future working with a young and dynamic team.

For our marketing team we are looking for a:

### **Marketing Assistant (f/m/d) 100%**

#### **Your tasks**

- Coordinate marketing and retail marketing projects
- Participate in the organisation of local and international events (reservations, decoration material, venue set up) with the team and the different stakeholders
- Support the international retail partners (advertising material, digital assets)
- Coordinate the retail marketing material production and distribution
- Coordinate administrative aspects (quotations, orders and invoices follow up)
- Follow up the press clipping (online and offline)
- Assist the team for content production

#### **Your profile**

- Marketing background with 1-2 years of experience, preferably in the Luxury consumer goods or watch industry
- Commercial education or equivalent
- Proficient English and German skills, French skills would be an asset
- Proficient in Microsoft Office Suite
- Independent, structured and committed to the work
- Ability to work well in a fast-paced environment and a high sense of team working

#### **We offer**

- Home office days
- A growing and dynamic team
- Flat hierarchies with an uncomplicated and positive working atmosphere
- Opportunities to bring in new ideas and take responsibility early on, as that is what drives H. Moser & Cie.’s pioneering spirit

If you are interested in this exciting opportunity, please send your application to:

[jobs@h-moser.com](mailto:jobs@h-moser.com)