



bexio is the leading provider of web-based business software for small businesses. Currently, bexio has over 50,000 customers and more than 100 employees.

The centerpiece of bexio is the team. We are interested in people – we are not only a workgroup but a community. Your opinion counts, your ideas are listened to and implemented: we want you to be proactive and become part of our vision - to make small businesses more successful.

Currently we are looking for an:

Communication Assistant (Focus Content FR-CH) (30%)

What awaits you at bexio:

- Your focus will be on optimizing our FR-CH communication.
 - The goal is to ensure that our existing and future content is optimally geared towards French-speaking Switzerland (Suisse romande) and not towards France.
 - You will independently analyze the existing FR-CH content according to a pre-defined list of priorities and optimize it for French-speaking Switzerland.
 - The existing content includes content from website, emails, bexio product, newsletter, social media, etc.
 - You support the Content & Communication team in the implementation & optimization of new FR-CH content.
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What we expect from you:

- You were born in Romandie and you enjoy writing FR-CH texts.
- You have a talent for writing and can proof it with examples of your past and current work.

- You are currently studying (journalism, communication science or similar) or have a background in journalism / communication science and would like to work part-time.
 - An independent, structured, reliable and efficient way of working is normal for you as well as a high degree of initiative.
 - Excellent written and oral expression in FR-CH; Good written and oral expression in English; German are an advantage.
 - Experience with collaboration tools such as Confluence, JIRA, Slack, Asana are an advantage.
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Our benefits:

- Open and honest working atmosphere.
 - Much freedom for personal development.
 - Work smart - choose the ideal environment for your tasks.
 - No matter if night owl or early bird - we offer flexible working hours.
 - Flat hierarchies enabling fast and short decision paths.
 - Expect many employee events, team lunches and friday chillouts.
 - Modern infrastructure and high-end equipment.
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About us:

Our team of over 100 employees works hard every day to achieve our vision of making small businesses more successful. When you join our team you become part of our culture, which is grounded in a strong commitment to our core values, our talented people and an unwavering focus on our customers. We encourage our people to share ideas, make suggestions and provide feedback.

Sounds good? Then apply directly via email to Jennifer Maurer, Head of Content and Communication: jennifer.maurer@bexio.com.

Please include a link to your online portfolio with your application or attach a selection of representative work as a PDF.

We look forward to hearing from you!