



**Entente Européenne d'Aviculture et de Cuniculture**

**EE**

Europäischer Verband für Geflügel-, Tauben-, Vogel-, Kaninchen- und Caviazucht

European Association of Poultry, Pigeon, Cage Bird, Rabbit and Cavy Breeders

Association Européenne pour l'Élevage de Volailles, de Pigeons, d'Oiseaux, de Lapins et de Cobayes

As a result of the resignation of the current incumbent, Esther Huwiler, we are looking for a new

## **General Secretary (M/F)**

The general secretary is responsible for the operational management of the association in cooperation with the president.

### **Your tasks**

Management of all correspondence such as:

- Writing the minutes of the meetings
- Clarification of applications for membership from new countries
- Preparations for the European meetings in cooperation with the President and the host country
- Administrative work for European shows in cooperation with the President and the host country
- Information point for inquiries of all kinds

### **Your knowledge**

- Good knowledge of the German language, spoken and written (negotiating language), additional language skills (e.g. French, English) desired.
- Good IT skills, especially Word and Excel
- Experience in association matters

### **Your motivation**

- Communicative
- Enjoyment of working in a team
- Enjoyment of camaraderie

For more information, please contact the current incumbent, Esther Huwiler, [esti\\_h@outlook.com](mailto:esti_h@outlook.com), 0041 795 045 830 or the President Gion Gross, [gion.gross@ggdl.ch](mailto:gion.gross@ggdl.ch), 0041 792 627 549

Please send your application to:

Gion Gross, Schürenstrasse 19 8903 Birmensdorf, [giongross@ggdl.ch](mailto:giongross@ggdl.ch)

**The election will take place at the 2021 General Assembly.**