

Office Administrator | Administrative Allrounder (60–80%)

Join our Cambridge Exams Team!

CEL – Cambridge English Languages GmbH is the leading provider of Cambridge and IELTS exams in Eastern Switzerland. We are an international team and primarily communicate in English at the office, but we all speak German as well.

To strengthen our team in St. Gallen, we are looking for a motivated and versatile professional to support our **exam administration**.

Your Responsibilities:

- Organising and managing exam processes
- Planning and coordinating exam schedules
- Handling emails and customer inquiries
- Supervising exams on-site
- Preparing and dispatching exam materials

What You Bring:

- Excellent written and spoken German and English skills
- Commercial training or experience in administration
- Several years of professional experience preferred
- Also suitable for career returnees
- Independent, precise, and structured working style
- Quick comprehension and motivation

What We Offer:

- A diverse and independent role after training
- Friendly, family-like work environment
- Option for remote work
- Central office location in St. Gallen
- International team and exciting tasks

Start date: Immediately or by agreement.

Do you have any questions? Anita Binks will be happy to provide more information:

abinks@cambridgetesting.ch

We look forward to receiving your application at: **info@cambridgetesting.ch**