

## Operations Coordinator

 Lunaphore Technologies SA

 Tolochenaz (Vaud), Switzerland

**Job title:** Operations Coordinator

**Reports to the:** VP Operations

**Activity rate:** 100%

**Type of contract:** CDI

**Start date:** August 2021

**Duration:** N/A

### About our company

Lunaphore Technologies is a young scale-up active in the Life Sciences field developing products based on a microfluidic technology to analyze tissue samples in immuno-oncology research. Lunaphore is seeking a highly motivated candidate to join our team and contribute directly to the development and growth of the company.

### Job overview

We are looking for an Operations Coordinator to coordinate different activities related to supply chain, manufacturing, Quality and Regulatory Affairs Departments. The Operations coordinator will assist the VP Operations in planning and reporting activities of operations departments as well as ensure smooth daily operations across divisions. The candidate has experience in activities coordination, working with a wide range of responsibilities.

### Responsibilities and duties

#### Operations projects coordination:

- Manage customer order fulfillment and coordinate the different departments internally to address customer requests.
- Coordinate internal resources for execution of projects / tasks. Ensure resource availability and allocation.
- Track, report and ensure that all projects/tasks are delivered on-time, within scope and within budget

#### Department coordination:

- Coordinate activities and meetings between operations departments as well as interfaces with other departments. Take and share meeting minutes and appropriately follow up on deliverables.

- Assist the VP Operations in numerous activities including planning projects and reporting progresses of the different departments.
- Draft, edit and prepare presentation decks
- Coordinate operations KPI data collection.

### Required qualifications

- Master degree in a technical/scientific field or business field
- Experience of at least 1 years in project coordination/management, budgeting, analysis.
- Experience with suppliers' coordination /customers order fulfillment is a strong plus
- Experience in ISO 9001 is a plus
- Proficiency in English (at least C1).

### Required soft skills

- You like interacting with people, bring advice and solutions to them, and demonstrate excellent client-facing and internal communication skills.
- You have excellent project management skills
- You are able to manage multiple tasks
- You have the ability to collaborate with others by working in a team, share information with peers and managers.
- You have excellent written, verbal and visual communication skills
- You demonstrate critical thinking and analytical skills.
- You demonstrate excellent organizational skills and attention to detail.
- Fluency in oral and written English is a must. Skills in German is a plus. Additional language skills are highly desired.

### We offer

- A young and strong-growing high-tech company.
- A diverse and international working environment with a strong network.
- A highly interactive team with strong personal and technical qualities.


### How to apply

Send your complete application through [human.resources@lunaphore.com](mailto:human.resources@lunaphore.com)

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