

Executive Assistant

 Lunaphore Technologies SA

 Tolochenaz (Vaud), Switzerland

Job title: Executive Assistant

Reports to the: CEO

Activity rate: 100% or part-time 80%

Type of contract: Permanent

Start date: 01.11.2021

Duration: Indeterminate

About our company

Lunaphore Technologies is a company born with the vision of accelerating cancer research, by making spatial biology mainstream in every research laboratory. We build solutions that simplify technology adoption for discovery and translational research laboratories and empower researchers to develop better targeted treatments for cancer and other diseases. 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 a committed Executive Assistant to perform a variety of administrative tasks and support our company's executives. The Executive Assistant will contribute to the efficiency of our business by providing personalized and timely support.

Responsibilities and duties

- Act as the point of contact among executives
- Manage executives' calendars and set up meetings
- Screen and direct phone calls, distribute correspondence and gather signatures
- Make travel arrangements and detailed travel itineraries
- Manage information flow in a timely and accurate manner
- Format information for internal and external communication - memos, emails, presentations, reports
- Assist the executive team, board of directors and the general assembly in reporting to internal and external bodies.
- Gather executive's expenses and prepare monthly submission
- Take minutes during meetings
- Organize and maintain the office filing system.
- Assist the office manager by keeping up with company supply inventory (office and general)

Required qualifications

- A validated experience of at least 3 years in a similar position.
- Knowledge of MS Office programs (Outlook, Word, Excel, Powerpoint)
- Diploma or certificate in related field is a strong plus (commercial assistant, executive assistant or similar)
- Proficiency (at least C1) in English and French. Any other language is a plus.
- Knowledge of standard administrative practices is a plus.

Required soft skills

- Excellent prioritization and organizational skills
- Strong attention to detail
- Service-oriented personality
- Good verbal and written communication skills
- Strong sense of discretion and confidentiality
- Capacity to adapt in a fast-growing environment.

We offer

- A 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

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