

Office Manager

 Lunaphore Technologies SA

 Tolochenaz (Vaud), Switzerland

Job title: Office Manager

Reports to the: Workplace
Coordinator

Activity rate: Full-time

Type of contract: Permanent contract

Start date: ASAP

Duration: N/A

About us

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 an Office Manager to maintain the best employee experience by ensuring that the office operates smoothly.

Your Missions

- Be the "Go To" person in the office for employees needs, take ownership of creating the best working environment for the teams
- Take part in building and maintaining office culture and spirit
- Take care of the office's "look & feel", coordinating ongoing maintenance efforts, supervise cleaning services
- Daily office organization and ongoing administrative support, including orders, supplies, mail
- Perform receptionist duties, such as greet visitors and answer direct phone calls
- Receive and sort incoming deliveries
- Manage relationships with suppliers and vendors
- Purchase office supplies and maintain proper stock levels
- Provide direct administrative supports, including scheduling appointments, meetings, and events, booking travels
- Coordinate catering if necessary

Your Ideal Profile

- 1+ years of previous experience in a similar role
- A warm, patient, and positive attitude - a must!
- Organizational skills and attention to detail
- Ability to multitask and get things done in a constantly changing environment
- A person who has strong initiative skills, thinks big and capable of shaping the role in a creative way
- Proficiency in English & French

What we offer


- A dynamic company where you can have a real impact.
- An environment where you will be able to grow both professionally and personally.
- Collaborate every day with a young, interactive, and motivated team.

Are you passionate about making spatial biology mainstream and empowering researchers? Us too!
Send us your complete application (CV + Cover Letter) through human.resources@lunaphore.com

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