

Job description – Inthera Bioscience AG Office Manager, part-time (60% - 80%)

The company

Inthera Bioscience is a fast growing, private biotech start-up in Wädenswil which develops medicines against cancer. Established in 2013 Inthera is funded by a strong international investor group and collaborates closely with the ZHAW in Wädenswil. The drug candidates are in pre-clinical development stage.

The highly motivated Inthera team of today 9 biotech specialists is looking for a new colleague who will focus on a broad range of office management topics.

You will be in charge for the smooth running of the Inthera office and will have the following responsibilities:

Office management

- Office management including stationary, office supplies (order, collect, distribute items and manage invoices) and first point of contact to various suppliers
- Being the first go-to-person for vendors with regards to building facilities, property management and cleaning
- Responsible for the reception area and meeting room
- Contact person for office-related matters for all employees

General administration

- Provide support to employees for general inquiries
- Answer and forward incoming calls
- Collect incoming mails and packages and dispatch them, incl. be the contact person for the post provider and support employees in their shipments
- Be the contact person for some external parties (i.e., hotels, office supplies etc.)
- Support organization of events – company internal and external incl. visitors management (board meetings, investigator and key opinion leader meetings etc.)
- Ensure office keys management
- Be the contact person for the gate when visitors are coming
- Organization of travel arrangements including visa applications where necessary

Who you are

- Commercial education/apprenticeship
- At least two years working experience in a similar role combining office management and admin assistance supporting management
- Previous experience in international and dynamic environments preferred
- Fluency in German and English (oral and writing)
- Proficiency in MS Office
- Great communicator with an open mindset – also on senior management level
- Client-, service- and solution-oriented personality
- Dedicated, flexible and uncomplicated team player with hands-on attitude

What we offer

- A role with a broad range of tasks and opportunities to grow

- A role that has room to focus on applicant's individual competencies such as HR, accounting, ordering, general office and meeting management and other
- Be a key person in the daily office life of a small, friendly, dynamic and entrepreneurial team
- Opportunity to make a difference in patients' lives

We are looking forward to receiving your application including a cover letter and resume.

Contact:

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