

Interested in being part of a dedicated team?

Are you a proactive and communicative team player seeking a fresh challenge? Are you an organisational talent and ready to use your know-how and drive to make a difference?

If this sounds like you, then read on!

We are a successful **medical communications agency** with offices in Switzerland and the UK. We have a 20-year track record in providing a complete range of contemporary medical writing, event management and strategic business and marketing services to the pharmaceutical industry. We are looking for a solution-oriented

EXECUTIVE ASSISTANT (100%)

to join our team in Switzerland. This is a fantastic opportunity to join a forward-thinking independent company with a culture that encourages and rewards initiative-taking, resourcefulness and enterprise. Our company ethos is driven by **quality and trust**, all our team members are highly valued and have an active role within the company.



RESPONSIBILITIES & OBJECTIVES

- Provide support to the Executive Board (5 members)
- Participate in Executive Board and other meetings, including preparation, taking minutes, and managing follow-up actions
- Assist in content development for internal and external meetings
- Produce corporate communication materials, including social media and website content
- Prepare business reports and analyses for internal and external use
- Handling ad hoc requests



YOUR PROFILE

- Proactive personality with excellent communication and customer service skills
- Proven organisational skills with attention to detail and solution-oriented approach
- Demonstrate confidentiality and work with integrity
- Fluency in English, both written and spoken; German and/or other languages are beneficial
- Very good working knowledge of MS Office
- Experience in the pharmaceutical industry or related businesses, or experience in marketing or digital and social media, is desirable
- Degree level education is desirable, but not essential



BENEFITS

- Competitive remuneration package and performance-based annual bonus
- 30 days holiday
- Open, supportive and dynamic environment
- Excellent opportunities for training and personal development

If you are searching for a role where you can make a difference, then please send your CV and covering letter to Irene Boog, Associate Director, Human Resources, at irene.boog@nspm.com or call +41 41 379 79 06 for an informal discussion.

Applicants who apply to nspm directly will be given priority over those applying via a recruitment agency.