

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

## OFFICE MANAGEMENT LEAD (100%)

to join our team in **Meggen**, Lucerne, Switzerland.

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?

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

- Manage and administrate our Swiss office, incl. facility management together with a team of three
- Assist the Executive Board (5 members) in meetings and organisation, incl. confidential tasks
- Collaborate closely with our Human Resources Manager, the ICT Team, and the Office Manager in our UK Office
- Produce and oversee corporate communication materials, including social media and website content
- Support and act as deputy to our Financial Accounting Manager



### YOUR PROFILE

- At least 3 years' work experience in a similar role. Degree-level education is desirable
- Proactive, team-oriented personality with excellent communication and customer service skills
- Proven organisational skills with attention to detail, solution-oriented approach, and hands-on mentality
- Demonstrated experience with confidentiality and working with integrity
- Fluency in English & German, both written and spoken; other languages are beneficial
- Very good working knowledge of MS Office, in particular MS PowerPoint (Office 365 / SharePoint)
- Experience with Abacus desirable
- Marketing and Social Media knowledge of advantage



### BENEFITS

- Competitive remuneration package and performance-based annual bonus
- 30 days holiday
- Flexible working time
- 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 Sandra Metzger Hamilton, Human Resources Manager, at [HumanResources@nspm.com](mailto:HumanResources@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.