

Are you passionate about providing high-quality services?

Are you a positive, solution-oriented and communicative team player seeking a fresh challenge? Are you ready to use your organisational skills, enthusiasm and inner drive to support our team?

If this sounds like you, then read on!

We are a successful **medical communications agency** with offices in Switzerland and the UK, employing over 60 people. We have a 20-year track record in providing a complete range of contemporary medical writing, strategic business and marketing services to the pharmaceutical industry. We are looking for a highly motivated

OFFICE OPERATIONS ASSISTANT (60–80%)

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

- Acting as the first point of contact for callers and visitors
- Take full ownership of day-to-day office management tasks, including mail and deliveries, invoices and expense reports, travel arrangements and facility management duties
- Serve as information source to employees on operational processes, policies and guidelines, and help ensure a positive onboarding experience for new employees
- Provide excellent office operations services and work closely within the team to develop, improve and streamline services and processes
- Provide administrative support to the project management teams in the organisation and running of client events and other projects



YOUR PROFILE

- Commercial education (KV) and at least 3 years relevant experience in an administrative customer service role, ideally within an international environment
- Proactive personality with excellent communication skills and able to take initiative and responsibility
- Proven ability to work independently and solution-oriented combined with high level of accuracy with an eye for detail
- Demonstrate confidentiality and work with integrity
- Excellent command of German and English, both written and spoken
- Very good working knowledge of MS Office (Word, Excel, PowerPoint, Outlook)



BENEFITS

- Competitive remuneration package and performance-based annual bonus
- 30 days holiday
- Open, supportive and highly professional environment

If you are searching for a role where you can help shape the future, then please send your CV and covering letter to Sandra Metzger, Human Resources Manager, at sandra.metzger@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.