Job Description

Title: Executive Assistant
Position: full time position – Permanent Contract
Posted: 13.09.2022
Location: Wyss Center for Bio and Neuroengineering, Campus Biotech, Geneva Switzerland

About the Wyss Center for Bio and Neuroengineering, Geneva, Switzerland
The Wyss Center is an independent, non-profit research and development organization that advances our understanding of the brain to realize therapies and improve lives. The Wyss Center staff, together with the Center’s academic, clinical and industrial collaborators, pursue innovations and new approaches in neurobiology, neuroimaging and neurotechnology. Wyss Center advances reveal unique insights into the mechanisms underlying the dynamics of the brain and the treatment of disease to accelerate the development of devices and therapies for unmet medical needs. The Center was established by a generous donation from the Swiss entrepreneur and philanthropist Hansjörg Wyss in 2014. Additional resources from funding agencies and other sources help the Wyss Center accelerate its mission.

About the Position
The Wyss Center is seeking an Executive Assistant, who will provide a wide range of administrative and executive assistance to the Wyss Center’s Chief Executive Officer. The successful candidate will have the following responsibilities:

- Manage the CEO’s complex schedule, arrange meetings and coordinate relevant logistics including travel
- Assist with travel receipts and/or other reimbursements
- Provide communications support, including drafting and editing letters, documents, presentations, and reports, answering and routing phone calls, mail and email and appropriately disseminating information to a wide audience
- Contribute to the CEO’s social media and online channel activities
- Anticipate the daily needs of the CEO and work independently with minimal supervision in an entrepreneurial environment with multiple, and sometimes, competing priorities
- Use multiple technical applications including database management, spreadsheets, graphics and presentation software, word processing and electronic calendars
- Work collaboratively with the Center’s leadership and staff to support events and meetings, coordinate activities and communications
- Provide other administrative support, as needed

This position reports directly to the Center’s Chief Executive Officer.

Candidate profile
- Professional training and a minimum of 5 years’ experience in a comparable role. A combination of education and experience may be considered
- Higher education background is a plus
- Evidence of the ability to work in a fast-paced office setting
- Demonstrated knowledge of Microsoft Office and databases
- Excellent organizational skills, discretion and attention to detail
- Task oriented and able to anticipate needs, with a passion for excellence
- Demonstrated capacity to handle several projects simultaneously and the ability to meet frequent deadlines
- Experience handling and assessing technical and financial market information to inform business development activities
- Excellent interpersonal skills, including the ability to work with a variety of constituents and the ability to work both independently and as part of an entrepreneurial team
- Excellent communication skills both written and oral, including the ability to communicate effectively and diplomatically at all levels in English, French and German.
- Ability to manage and adapt to modern communication and document management technologies
- Familiarity with business and academic settings as well as basic science, technology and finance understanding
- French mother tongue, proficiency in English & German

Swiss nationality or valid Swiss work permit is required

To apply, please send your CV and cover letter to HR@wysscenter.ch no later than 15th October 2022