Job Description

Title: Executive Assistant

Position: Permanent full time

Posted: 29/01/2024

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 organization that innovates and accelerates technologies and therapies to transform the lives of people with neurological and mental health disorders. The Center pursues transformational technologies in artificial intelligence, bio- and neuroengineering to restore essential neural functions and deliver precision therapeutics for people with debilitating neurological and mental health disorders.

Based at Campus Biotech in Geneva, Switzerland, the Wyss Center partners with faculty, clinicians and industry, in Switzerland and internationally, to drive innovation and maximize clinical impact.

The Wyss 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 achieve 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 Director and Leadership Team.

The successful candidate will be a person who can proactively communicate across the organization, who is well organized with a good understanding of priority setting, likes taking initiatives and finding solutions, can be discreet and is capable of handling confidential information, and has a good knowledge of office software.

He/she will report directly to the Center’s Director.

Key responsibilities

In his/her position, the Executive Assistant will have a broad set of responsibilities which includes:

- Manage the Director’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
- Organize and coordinate executive and advisory board meetings, including travel and accommodation and read ahead materials and presentations
- Contribute to the Director’s social media and online channel activities
- Anticipate the daily needs of the Director 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
Required competence and experience:

- 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 French and English. German a plus.
- 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
- Fluency in French and English. German is a plus.

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 25.02.2024