



Job Description

Title: Junior Administrative Assistant

Position: Full time

Posted: 23rd September

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.

The 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 Junior Administrative Assistant will assist the Office Manager with the day to day running of the office, as well as help organize and coordinate office administration and procedures to ensure organizational effectiveness. The ideal candidate will be an organized, proactive, energetic and easy going individual with a "hands-on" attitude.

He/she will report directly to the Center's Office Manager.

Key responsibilities

In his/her position, the Junior Administrative Assistant will:

- Assist with the planning and execution of internal events, including but not limited to reserving conferencing facilities, arranging for catering, organizing participant registration
- Monitor and order office supplies such as stationary, refreshments, etc.
- Monitor and keep all meeting rooms clean and stocked with the necessary supplies, and help with meeting reservations
- Answer incoming calls
- Make travel arrangements for Center staff, collaborators and visitors
- Greet and provide general support to visitors
- Collect, sort and deliver incoming mail and parcels, and manage all outgoing mail (post, express delivery)
- Help maintain general office tidiness and arrange repairs
- Provide general administrative support as required

Required competence and experience:

- Certificat Fédéral de Capacité (CFC) or at least two years of related experience in an administrative position
- Exceptional communication skills and ability to interact with individuals at all levels of the organization
- Proficiency in Microsoft Office (MS Word, Excel, PowerPoint, Outlook)



- Ability to maintain a strict level of confidence
- Ability to work alone or as part of a team
- Effective listening skills
- Good verbal and written skills in English and French
- Well-organized, detail-oriented, reliable, with demonstrated ability to juggle multiple competing tasks and demands
- Excellent customer care and problem-solving skills
- Swiss National or holder of a Swiss work permit

Additional competence:

- Interest in science is a plus
- Experience of working in a diverse and dynamic environment is a plus

To apply, please send your CV and cover letter to HR@wysscenter.ch no later than 29th October 2021.