

## **Bilingual Executive Assistant Position (60% - 80%) in innovative Healthcare Company**

Opterion Health, a Swiss-based life sciences company, is currently looking for a bilingual (English/German) Executive Assistant to be the supportive force that empowers our leadership team. The ideal person for the job will be a proactive problem solver with excellent communication skills and a meticulous attention to detail. She/he will have experience working in an office environment, performing administrative duties and providing support to the executive team. The position (60% - 80%) is based in Muttentz with the possibility of working from home one day.

### **Responsibilities include**

- Supporting the Management team in day-to-day business
- Planning and orchestrating work to ensure the management's priorities are met, organizational goals are achieved, and best practices are upheld (e.g., manage agenda, organize meetings and take meeting minutes)
- Arranging travel and travel-related activities
- Organizing meetings with Board of Directors, Shareholders, Scientific Advisory Board, Investors and other external parties
- Coordinating the flow of contractual documents (track of changes, signatures; using DocuSign and other electronic tools) and filing (electronic and physical)
- Assisting with presentations and other material
- Perform administrative and office support, such as invoicing, accounting and preparing presentations
- Supporting Project Management and Quality Management System
- Organizing team communication and planning events, both internally and offsite
- Maintaining professionalism and strict confidentiality with all materials and exercising discretion in dealing with the company
- Efficient management of the office in Muttentz

### **Skills and Qualifications**

- Degree in Commercial or equivalent qualification
- At least 3 years' experience as an Executive Assistant or in an administrative role
- Excellent written and verbal communication skills in English and German
- Experience in the Pharmaceutical or Life Sciences industry
- Strong time-management skills and the ability to organize and coordinate multiple projects simultaneously

- Proficiency in Microsoft Office and other office productivity tools, with ability to learn new software and systems
- Flexible team player willing to do what it takes to get the job done; independent, adaptable and enjoys a challenge
- Ability to keep company confidences

### **What we offer**

- Permanent contract starting ASAP
- Competitive salary
- Flexible working arrangements

**Please send your CV to**

[info@opterion.com](mailto:info@opterion.com)