

Job Description

Title: Administrative and Communications Assistant

Posted on: December 20 , 2018

Location: Wyss Center for Bio and Neuroengineering, Campus Biotech, Geneva, Switzerland

The Wyss Center for Bio and Neuroengineering (www.wysscenter.ch) is a non-profit organization focused on the translation of neurotechnology to clinical applications.

We are seeking an Administrative and Communications Assistant to assist with communication activities as well as the day to day running of the office. The ideal candidate will be an organized, proactive self-starter with an interest in science who works with energy, enthusiasm and initiative. The position offers an ideal opportunity to develop skills in internal and external communications including public relations, media relations, science writing and public engagement with science.

Key responsibilities

In his/her position, the Administrative and Communications Assistant will:

- Assist with organizing internal events: Book conferencing facilities, prepare logistics, order catering, organize delegate registration and prepare email communications
- Assist with preparations for external events: Liaise with event organizers, meet event deadlines, book travel and accommodation, assist with exhibition booth requirements
- Coordinate visits: Prepare agendas, book meeting rooms, book visitor travel and accommodation, greet visitors and make introductions as necessary
- Order promotional items, printed materials and stationary: Monitor stock levels and re-order as necessary
- Make minor website edits: Update staff web profiles, update online image gallery, optimize online content for search engines
- Provide general administrative support as required
- Opportunity for the right candidate to contribute to public engagement and science outreach activities: Assist with educational visits and public open days, contribute to development of interactive science communication activities and exhibits

Required competence and experience:

- Minimum two years of experience in an administrative or communications position
- Proficient in Microsoft Office. Familiarity with Adobe Creative Cloud a plus
- Experience in managing multiple priorities and administrative coordination
- Strong verbal and written communication skills in English and French
- Well-organized, detail-oriented, and able to multi-task
- Interested in science and science communication
- Swiss National or holder of a Swiss work permit

To apply, please send your C.V. and a covering letter to administration@wysscenter.ch.