



JOB TITLE: Executive Assistant

Posted on: 3rd June 2019

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

About the Wyss Center for Bio and Neuroengineering

The Wyss Center (www.wysscenter.ch) is non-profit organization focused on the translation of neurotechnology for human benefit. The Center's experienced multidisciplinary neurotechnology development team from industry and academia provides the integrated scientific, engineering, clinical, regulatory and business expertise required to guide high risk, high reward projects on their journey from research to product.

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. The successful candidate will have the following responsibilities:

- 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
- Anticipate the daily needs of the Director and work independently with minimal supervision in an entrepreneurial environment with multiple, and sometimes, competing priorities
- Provide information gathering, synthesis and reporting support in various business and technical topics such as key technical and financial market statistics, intellectual property, science and technology trends in diverse areas including but not limited to neuroscience, engineering, computing and genetics
- 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

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 and French
- 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

Permanent contract

To apply, please send your CV and a covering letter to administration@wysscenter.ch before June 20th 2019