

Esri R&D Center, Zurich – Office Manager

The job of the office manager in Esri R&D Center, Zurich is designed as the single point of entry or contact within Esri R&D Center, Zurich. The key responsibility is to facilitate staff members to operate effectively and efficiently.

Knowledge & Skills

- Excellent planning, organizing, time and work management
- Excellent oral and written skills in German and English
- Good knowledge of accounting, administrative and data management procedure and practices
- Good problem analysis, assessment and communication skills
- Knowledge of human resources
- Strict attention to detail including the ability to maintain a high level of accuracy in preparing and reviewing information

Responsibilities

- Maintaining the reception at Esri R&D Center, Zurich.
- Coordinating and maintaining the telephone and postal service.
- Setup and orientation of new staff members.
- Managing the insurance portfolio together with an insurance broker.
- Providing administrative support for national and international research programs/grants.
 - o KTI/CTI programs
 - o EU programs
- Preparing the General Assembly, meetings of the board, team events, team huddles, etc.
- Preparing operational schedules and reports to ensure maximal efficiency.
- Designing and implementing office procedures and policies.
- Plan and implement office systems, including furniture and equipment layout and procurement.
- Collect and maintain inventory of office equipment and supplies.
- Verify receipt of supply and maintain invoice and payment records.
- Maintaining the office kitchen:
 - o Beverage management
 - o Food management
 - o Conservation and maintenance works
- Liaising with key stakeholder (ETH, Technopark, KTI, etc.).
- Maintaining and proceeding the data management procedure and practices.
- Accounting triage between external accountant and corporate accounting (incl. salary payments, taxes, VAT, etc.)

Requirements & Qualifications

- A Bachelors degree or equivalent commercial education
- At least two-years of experience working for a foreign or multinational company in a similar capacity
- Strong computer skills including usage of spreadsheet and word processing programs, and e-mail systems

For further information or application please contact info@procedural.com