



CUTISS AG, a biotech company spin-off of the University of Zurich (UZH), focuses on the development of personalized bioengineered skin graft products for the treatment of skin defects. Its lead product denovoSkin™ has successfully completed Phase I in pediatric patients. Clinical Phase II studies are underway in Europe and Switzerland.

For our expanding headquarters in Schlieren, Switzerland, we are currently seeking a highly motivated and experienced

Office Management Assistant 60% Tuesday, Wednesday, Friday

We expect clear and professional verbal, written communication and reporting. In our dynamic environment, the candidate supports the Management Team. We are looking for a proactive personality with hands-on mentality and solution-oriented thinking. A fast and result-oriented person.

With CUTISS AG the candidate will have the possibility to help building up the Office Management.

Description of responsibilities

- Act as the point of contact at the reception desk
- Answer and direct phone calls and emails to info@cutiss.swiss
- Manage the incoming and outgoing physical mail and logistics
- Assist in the organization and scheduling of appointments
- Assist in the preparation of regularly scheduled reports
- Book travel arrangements
- Submit and reconcile expense reports
- Assist to handle requests and queries from the Management
- Handle DocuSign requests from the Management
- Assist Executive Assistant in daily administrative tasks (e.g. parking, printing, scanning, mobile phones, IT, etc.)
- Inventory and ordering of office and kitchen supplies and research new deals and suppliers
- Plant (hydroculture) watering management
- Kitchen management
- Assist with office troubleshooting
- Support for the organization of internal and external meetings, social gatherings and team events
- Assist (as needed) the Project Management group in collecting documentation/reports/meetings minutes etc.
- Assist (as needed) the Operations team in scanning & printing work related documentation

Degree/Education/Certification

- Proven experience in an equal position (min 2 years)

Other Requirements

- Must have work permit in Switzerland
- Full understanding of the way an organization operates to meet its objectives
- Excellent organizational skills
- Outstanding communication and interpersonal skills
- Diligent and firm with high ethical standards
- An analytical mind with problem-solving skills
- Proficient in MS Office
- Fluent in German & English, both oral and written

Desired Skills and Experience:

- French, Spanish or Italian are a plus

Work Environment:

- Office environment

We offer:

- High pace start-up environment
- Competitive benefit package
- A young and dynamic team
- 5 weeks holidays (at 100% work quota)

Starting date

- December, 2021 or as soon as possible

Are you interested?

Please send us your complete application to: hr@cutiss.swiss including the following documents:

- Motivation letter
- Curriculum vitae
- References

We look forward to hearing from you!