



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

Procurement/Commercial Associate 40% (4 half days)

The qualified candidate is a highly motivated, interactive individual who possesses the ability to work individually and collectively. He/she will demonstrate clear and professional verbal, written communication, and reporting as well as excellent problem-solving skills

Description of Responsibilities

- Reviews and issues incoming invoices
- Gathers necessary approvals of invoices
- Ensures timely payment of invoices
- Coordinates with accountants for bookkeeping
- Uploads and archives invoice data, as well as filing contracts
- Assists with past due or denied invoices
- Investigates slow approvals
- Manages the procurement process administration
- Assists and coordinates the creation and approvals of purchase orders
- Other ad-hoc activities linked to procurement

Required Skills and Experience

- Commercial and accounting training
- A minimum of 2 years' experience in a similar role
- Extensive experience in processing invoices
- Knowledge of databases and record-keeping
- Proficiency in office software such as Microsoft Excel, Word, Outlook and in handling pdf files
- Demonstrated professional handling of vendor and client requests and queries
- Excellent organizational and communication skills
- Proficient in English and German language, French language skills are desirable

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



Work Environment:

- Office environment

We offer:

- High pace start-up environment
- Flexible working hours in arrangement with the head of department
- Competitive benefit package
- A young and dynamic team
- 5 weeks holidays (at 100% work quota)

Starting date

- 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!