



CUTISS AG is a biotech spin-off company of the University of Zurich (UZH) that was awarded the winner of the Top100 Startups 2020 and 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 Startup in Schlieren, Switzerland, we are currently seeking a highly motivated and experienced

Executive Assistant 40-60%

who can support our executive team ideally 5 days a week and is able to start **as soon as possible or as agreed**.

Your responsibilities

In this crucial position, you will be at the heart of our operations, utilizing your exceptional time management skills, impeccable attention to detail, and the ability to thrive in a dynamic and fast-paced environment. As an Executive Assistant with us, you will be responsible for managing time efficiently, meeting deadlines, consistently delivering top-notch work, and excelling under pressure.

- **Meeting Management:** Organize, schedule, and reschedule meetings. Prepare meeting agendas, take minutes, and follow up on action items.
- **Travel Management:** Manage travel expenses and submit expense reports in a timely manner.
- **Communication Management:** Draft and proofread correspondence, reports, presentations, and other business documents. Act as a liaison between the executive team and other staff members or stakeholders.
- **Information Management:** Keep track of important tasks, deadlines, and deliverables. Maintain comprehensive and accurate records.
- **Project Management:** Assist with the planning and execution of special projects as required by the executive team.
- **Time Management:** Help the executive team prioritize their tasks and responsibilities.

Required Skills and Experience:

- Must have work permit in Switzerland
- Minimum of 5 years of experience as an Executive Assistant, or similar role
- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel)
- Exceptional organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and prioritize effectively
- Comfortable working under pressure and meeting tight deadlines
- Strong problem-solving skills and the ability to think quickly
- Discretion and confidentiality



We offer the unique chance to be part of a young and motivated project team with the vision to change the patients' quality of life. This interesting and challenging job will give you the opportunity to further develop your working skills in a biotech start-up environment and to get in touch with international partners and clinical trial centers. In summary you can expect:

- A high pace start-up environment
- flexible working hours in arrangement with the team leader
- competitive benefit package
- a young and dynamic team
- 5 weeks of holidays

Are you curious to find out more?

If you are interested in applying for this position, you may send your complete application, which should include the following documents:

- One-page motivation letter
- Curriculum vitae
- Copies of degrees and references

by using the following link:

[Apply Online](#)

For further information, please contact our HR partner HC Solutions, Simona Lieber or Alessia Cesari.

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