



SEARCH SOLUTIONS

I-Talent Gagnon & Partners are search and recruitment experts for Executives, Managers and Technical Specialists positions.

We are recruiting, on behalf of our client, a fast growing European HQs in Basel, a highly motivated:

OFFICE MANAGER / EXECUTIVE ASSISTANT

Mission

The person selected for this position will be responsible for the overall management of the office. The Office Manager will also act as an Executive Assistant and provide administrative support to the Senior Management team.

Responsibilities

- Assist the Executive team with a variety of tasks as they arise; Type, format and edit correspondence, meeting minutes, memos, and other documents;
- Correspond with partners and key stakeholders on behalf of the Executive team;
- Proofread and revise documents, presentations, policies and contracts linked to operations and others;
- Manage schedules for the Senior Management team, including organization and planning of travels;
- Arrange conference calls, WebEx meetings, video conferences and other types of project or office meetings;
- Welcome visitors and perform receptionist duties;
- Manage the expense reports of the Executive team;
- Establish, organize and maintain paper and electronic file systems per office and project requirements;
- Order and keep the stock of office supplies;
- Other duties and logistics duties as required.

Requirements

- Commercial education or related degree in Business Administration;
- Advanced knowledge of general Office Management & previous experience as an Executive Assistant in an international company is required;
- Minimum 6-7 years of experience in a commercial organization is a strong plus;
- Experience in the pharmaceutical/life sciences environment is a plus;
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with management team;
- Capable to work independently and manage multiple tasks and projects with competing priorities and deadlines;
- Proactive and able to understand and complete tasks with a minimum of instructions;
- Confidentiality is essential to this position;

- This position requires a flawless attention to details; •
- Full fluency in English and a very good level of German (C1-C2 level);
- Proficient with MS Office (Word, Excel, PowerPoint, Outlook).

**Please apply on our website: www.i-talent.com
together with your CV and motivation letter. Thank you.**

Only applications via this e-mail will be considered for this recruitment. If you don't receive a reply to your application within 2 weeks, please consider that your file has not been shortlisted.