



SEARCH SOLUTIONS

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

Business Operations Lead (M/F)

We are seeking exceptional talent for our Client's Business Operations group to be their first hire in Switzerland. Initially, this Business Operations Lead would be responsible for the launch of our client's structure and its affiliates in Switzerland. Subsequently, this individual would be a critical member of the our Client's Swiss team, and would work on special projects across the organization, including but not limited to clinical development, finance, human capital, strategy, and operations.

Main Responsibilities

In partnership with the corporate team

- Identify key external partners to assist in establishing the Swiss physical presence
- Work with the Corporate team in integrating the Swiss operations in the Group's international operations (legal structure, operational, VAT, etc.)
- Work collaboratively with all authorities involved in the process of, including tax authorities in order to define the tax implications of the operating business model prior to implementation
- Incorporation the Swiss entity and its affiliates; define and create all the contracts required to operate the company in Switzerland
- Apply for tax incentives, obtain work permits, etc.
- Set-up and manage administrative and finance processes and secure partners for accounting and payroll
- Ensure compliance with tax and legal requirements in Switzerland including Swiss GAAP financial statements, as well as compliance to legal regulations and fiscal duties
- Lead and or be involved in various projects aligned with the company's strategy

Profile

- University degree in business and/or life science completed with a MBA from a top tier school
- Minimum 10 years business management or including successful set up of foreign companies' legal entities in Switzerland. Big 4 experience desirable.
- Sound business, tax and legal knowledge; healthcare industry experience required
- Deeply motivated self-starter with an entrepreneurial spirit
- Desire to work in a quickly changing, fast-paced environment

- Ability and comfort in operating with independence in Switzerland
- Strong communicator
- Unrelenting work ethic and dedication to delivering results
- Desire to shape the strategic goals of the business
- Willingness to roll up your sleeves to get the job done

**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.**