

Office Manager

Zürich, 50-80%

GROW WITH US!

You are an energetic professional who doesn't mind wearing multiple hats. You are experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. You are well organized, flexible, and enjoy the administrative challenges of supporting an office of diverse people.

bNovate is looking for an **Office Manager** for our Zürich office that could support our growing company. A 50% to 80% job is possible with the expectation of being every day in the office in Zürich Binz. You will report directly to the Chief Revenue Officer.

YOUR TASKS

- Oversee general office administration and operations and gives reports to the management
- Manage office supplies, maintains IT infrastructure and keeps inventory of orders
- Maintain a safe, secure, and pleasant work environment
- Answer phone calls, is the entry point for any outsider
- Manage info@bnovate.com mailbox
- Ensure that the office is tidy and that each employee has the space required to work efficiently
- Plan all in-house or off-site activities of the organization
- Arrange travel processes, including flight and hotel booking, and car rentals
- Oversee staff interactions and responds to their queries
- Oversee adherence to office policies and procedures
- Listening to staff and showing the empathy necessary to support their performance
- Represent the core human values of bNovate (dynamism, respect, cooperation, energy, enthusiasm, integration, support)
- Work with the Human Resources team to onboard new hires
- Support CRO in daily tasks

YOUR PROFILE

The Office Manager we're looking for should have at least 5 years experience as an Office Manager or Executive Assistant in a position with great responsibility and autonomy.

Skills:

- Budgeting
- Office software
- Process management
- Tech savvy
- Business acumen
- Ideally ERP and Salesforce
- English, French and German

Competencies:

- Strong organization skills with a problem-solving attitude
- Proactivity, initiative & decision making
- Leadership
- Great attention to detail
- Flexibility & multitasking
- Exceptional interpersonal skills
- Communication & empathy

WHAT WE OFFER

- Interesting, challenging and varied tasks in a team-oriented and international working environment
- An expanding company with a vision for sustainability
- The unique opportunity to grow with us!

ABOUT US

The roots of bNovate Technologies SA are in Lausanne, with a subsidiary for Marketing, Sales and Product Management in Zurich. We developed "BactoSense", the first industrial flow cytometers, to continuously monitor bacteria in drinking water. Our ambition is to improve the safety and microbiological quality of water by setting the new standard in the water industry worldwide in providing innovative and sustainable solutions to assure. **SAFE WATER. ANYTIME. ANYWHERE.**

Interested?

Then do not hesitate to submit your application online (CV, covering letter and work certificates) at www.bnovate.com/jobs. Only complete applications, submitted online in PDF format and matching the profile will be processed. Word documents are not accepted for security reasons. Contact for further information: info@bnovate.com