

05.08.2021

Office Manager (80-100%)

Are you an experienced Office Manager with a background in efficiently managing smooth office operations? Are you interested in joining the startup scene and being part of a rapidly growing company? If so, then we have been waiting for you.

We are a well-funded tech startup, recognized in the industry for developing and manufacturing the best electrodes for fast-charging batteries. We are constantly striving to establish new benchmarks for fast charging batteries and sustainable mobility. To improve our efficiency we are looking for an Office Manager starting immediately.

Responsibilities:

- Maintaining a tidy and well-organized office
- Providing support and guidance to staff
- Planning, organization and execution of team events
- Supporting HR activities such as recruitment, onboarding, offboarding
- Supporting marketing and communication activities
- Maintaining of company records
- Serving as the first point of contact for visitors and business associates
- Answering calls, schedule meetings and arrange business trips
- Supporting supply chain and logistics operations

Your profile:

- Flexible, well-organized, reliable, and professional
- Hands-on and can-do mentality with strong multitasking skills
- Excellent communication skills in English, fluent in German
- Experienced in MS Office, G-Suite (favorable)
- KV, Bachelor's degree, or a minimum of three years of admin, office, or related experience

We offer:

- A dynamic workplace where you can apply your creativity to solve problems and grow with the company
- We offer a lot of autonomy and space to develop your talents, you will be able to shape your role and take on responsibility from day one
- Work on something that matters and transforms sustainable mobility
- A young and motivated team with flat hierarchy and fast communication paths
- A productive, efficient, and fair work environment

The location: Battrion's office is located in Dübendorf ZH, a short walk from Bahnhof Stettbach and the city of Zurich.