



Executive Assistant (f/m/d) 60-100%

🌟 Join Our Innovative Biotech Startup: Athebio 🌟

Founded in late 2019, **Athebio** is a highly innovative biotech startup on a mission to revolutionize the field of biotherapeutics. We specialize in developing advanced biotherapeutics based on Designed Ankyrin Repeat Proteins (DARPs) for pharma partners. Our cutting-edge research and commitment to innovation and excellence drive us forward as we create next-generation targeted drug candidates.

Why Work with Us?

Growth opportunity: Are you ready to grow with us? At Athebio, you won't just be an employee; you'll be an active participant in shaping our company's future.

Passion for optimization: We're seeking individuals who share our passion for constant improvement and optimization. If you're excited about organization, communication, and making administrative processes smooth and easy, we want to hear from you!

Organizational wizards welcome: If you have hands-on experience as an Executive Assistant or similar in dynamic environments, profound knowledge, and an intrinsic motivation to support our management team in all administrative aspects of HR, office, and financial administration, we'd love to have you on our team.

Our Location

Join us at our facility in the Bio-Technopark in Schlieren, Zurich. As a primary point of contact for HR, office, and finance-related matters, you'll contribute to advancing our administrative processes and play a crucial role in delivering a top-notch service experience to our team members, management bodies, and external parties.

Ready to make a difference? Apply now and be part of the Athebio journey! 🚀

Your key responsibilities

- Leading HR administration, including talent recruitment activities, contract management, insurance administration, clarifications on legal matters, etc.
- Being the primary point of contact for employees with administrative questions.
- Providing administrative assistance to the Board and Management, such as scheduling meetings, preparing documents, booking travels, organizing company events, processing expense reports, etc.
- Supporting finance, accounting, and payroll in collaboration with external fiduciaries.
- Assisting with annual financial statements and external audits.

- Managing administrative processes such as document repositories, distribution lists, software ordering and licenses, vendor invoices and purchase orders
- Supporting continuous improvement of financial and administrative infrastructures and processes

Key requirements

- Fluent in English and German (written and spoken)
- Commercial education (e.g., Kauffrau/Kaufmann EFZ or Bachelor's degree in Business Administration)
- 3 to 5 years of professional experience in a dynamic environment with a focus on financial and HR administration
- Profound knowledge of Swiss accounting standards with the ability to critically assess and discuss accounting-related matters with fiduciaries and auditors on an eye level
- Profound knowledge and familiarity with Swiss employment law, social insurance, tax, and pension fund regulations
- Excellent MS Office user skills and can quickly familiarize yourself with new software – advanced skills in Excel and Bexio would be a plus
- Excellent organizational skills with a service- and solution-oriented mindset
- Enjoy working independently, team-oriented and proactive
- Thanks to your ability to prioritize tasks, flexibility, and experience in a similar function, the daily hectic pace does not throw you off balance.
- Discretion and confidentiality are part of your principles, and you communicate professionally and structured when influencing and connecting with others.

What we offer

- An exciting opportunity to take responsibility and grow both professionally and personally within an aspiring biotech startup
- Space to actively contribute and have an impact on the development of the company
- Multi-faceted activity within a collaborative environment
- Joint team activities, such as sports, game nights, group excursions, and many more

About Athebio

We are here to explore and unlock the full therapeutic potential of repeat proteins and make it available to the world. Our Mission is to help innovative drug developers create next-generation biologics by providing tailor-made repeat proteins and supporting them with in-depth expertise and superb service. By bringing the design and selection of repeat proteins to perfection, we strive to establish them as state-of-the-art binding proteins and revolutionize the way drug discovery is made today through co-creative innovation.

We are driven by curiosity, creativity, and a passion for innovation. Focused on our customers' success and the constant improvement of our technology, we strive for excellence in everything we do. We embrace the diversity of our team and are committed to building an inspiring, empowering, and caring environment that fosters personal responsibility, development, and growth. As part of nature and society, we act ethically and strive to positively impact the world.

Workplace type

Primarily on-site at our offices in Schlieren

Starting date

Flexible

Contact

Do you have any questions? Great! Give us a call at +41 44 508 08 28

Are you interested? Awesome! Drop us an e-mail with your **CV and motivational letter** to talent@athebio.com (Applications must have a motivational letter to be considered!)

www.athebio.com

www.linkedin.com/company/athebio/