



Our client, part of an internationally well-anchored, consists of a young team in the city of Zug. We have been contracted to seek a person starting as soon as possible

Office Administrator with flair for details G/E 80%

Duties & Responsibilities

- You manage various Office Management responsibilities such as mailing, supplies, beverages
- You organize the office layout and order stationery and equipment
- You maintain the office condition and arrange necessary repairs
- You negotiate and coordinate contracts with office vendors, service providers, office lease as well as liaise with facility management vendors
- You schedule meetings and appointments as necessary
- You responsible for checking expenses in accordance with the policy
- You are managing travel bookings in accordance with the policy, travel systems and any administrative task related to travels
- You help with the onboarding process for new hires
- You partner with HR to update and maintain office policies as well as with various HR administrative tasks
- You plan in-house or off-site activities; company events

Professional Profile

- Experience as an Office Assistant or Administrative Assistant
- Knowledge of Office Administrator responsibilities, systems, policies and procedures
- Excellent time management skills, ability to multi-task and prioritize work
- Attention to detail and good problem-solving skills
- Excellent communication skills in German and English, both written and spoken
- Strong organizational skills and a flexible personality

Personal Profile

- Age: 23+
- Solution seeker
- Reliable, organized and detail-oriented
- Team player, willing to lend a helping hand

We are looking for a positive-minded personality, who encompasses the above traits and enjoys working in a multicultural atmosphere. If you feel drawn to this position and match the profile, we look forward to receiving your complete resume electronically: info@mz-personal.ch.

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