

We are looking for an Executive Assistant

Keywords: Administration / Reporting / Management assistant

Job location: Zurich (Switzerland)

Contract: 40% - 50%. Probation period of 3 months. Resignation period of 2 months from either party.

Start date: September/October 2020

Salary: Depending on the experience of the candidate, to be discussed

Holiday: 25 days per year, plus statutory holidays

Job description and responsibilities

As Executive Assistant you will work directly with the Martel Management Board, boosting its effectiveness, by helping organising workload and prioritising tasks in a fast-paced working context. This will include:

- + Assist the CEO with daily administrative duties and attend a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense and time reports; arranging travel plans, itineraries and agendas and compiling documents for meetings.
- + Help managing emails, drafting letters and documents, collecting, and analysing information, initiating telecommunications, organising doodles, maintaining work agenda and TO DO list, scheduling meetings.
- + Providing information management support, preparing reports, memos, minutes, letters, and other documents, such as contracts, service offers, support to organise meetings and company events.
- + Performing several administrative duties contributing to projects reports documents, enforcing proper use of dedicated tools and procedures.

Fit for the challenge?

- + Executive Assistant Experience
- + Communication Skills
- + Scheduling
- + Coordination experience
- + Attention to details
- + Administrative experience
- + Travel arrangements

More specifically

- + Excellent English
- + Proven experience in the context of executive and management assistance
- + Solid sense of organisation and scheduling
- + Knowledge of management and office software
- + Problem solving, open-minded, flexible, great time management skills, ability to multitask and proactive attitude

What could be a plus?

- + German language
- + Community management, social networking

Do you want to apply?

Send:

- + Your CV
- + Cover letter (*clearly elaborate on why you are the right person for the job*)

via email to **careers@martel-innovate.com** indicating "Executive Assistant" in the subject.

About Martel Innovate

Based in Zürich, with offices also in Lugano, Martel is an innovative and dynamic SME specialized in the management, innovation and promotion of international Research and Development projects with a focus on advanced Internet technologies, such as 5G, IoT and Cloud. Martel, with more than 20 years' experience in the European and Global ICT scene, includes three departments that work side by side to deliver the best quality to its customers:

- + Martel Consulting, a department specialised in R&D Project and Innovation Management and Strategic Consultancy, focusing on the coordination of H2020 projects;
- + Martel Media, a division specialised in dissemination, communication, marketing and community building activities at the service of ICT initiatives and projects;
- + Martel Lab, a R&D department specialized in cloud native architectures, spanning from cloud computing infrastructures to cloud computing as an enabler in different application fields such as: Big Data, IoT, NFVI and Smart Cities.

Martel's team is an international and dynamic group of people that combine skills and expertise from different domains, including business, technological, scientific, communication and marketing sectors.