

## Job Description

Administrative Assistant - Temporary Assignment  
Location: Lausanne, Switzerland  
Part-time (60% - 70%), Start-Date: mid-September 2021

### Position and Responsibilities

Our team has an immediate need for a temporary Administrative Assistant to provide coverage for a maternity leave. The assignment will run for approximately 6 months.

Reporting to our Corporate HR Manager, the Administrative Assistant will be responsible for ensuring an optimal flow of internal and external information, communication and maintaining a solid relationship to internal and external stakeholders.

### Key responsibilities:

#### Reception

- Answer general phone inquiries and redirect inquiries to the appropriate staff members.
- Reply to general information requests with the accurate information.
- Welcome organization's clients/suppliers/visitors in a professional and friendly manner.
- Receive, sort and distribute incoming mail, prepare and send outgoing mail and packages.
- Maintain filing systems, photocopying and scanning.

#### Office administration

- Perform general office organization and support including working with service providers.
- Coordinate office maintenance and equipment, run work-related errands.
- Support HR for the office reorganization to prepare the return of employees to the workplace (post COVID).
- Support HR with recruitment and follow up, update database & outlook.
- Arrange visas and passport details for staff; coordinate with appropriate embassies and consulates.
- Welcome and assist visitors with local information and arrangements, including hotel and transportation.
- Assist in the organization of events (virtual or not) such as the Christmas Party and teambuilding activities.
- Maintain company's car park and relevant paperwork, including registration, insurance and service appointments.
- Arrange Board and Management meetings together with CEO and CFOO.
- Assist CFOO with IT tasks such as Swisscom invoices, ordering IT materials etc.
- Support all departments with ad hoc tasks.

#### Assist with financial management

- Assist with credit card support.
- Code and file invoices according to established procedure.
- Manage month end duties as required to support accounting.

### Key Competencies (Skills)

- Self-motivated and a good team player.
- Strong organizational and interpersonal skills.
- Strong time management and ability to meet deadlines.
- Have excellent oral and written communication and presentation skills.
- Good knowledge of administrative procedures.
- A self-starter with the ability to know when to refer to your supervisor for support.

## Experience

- 3-5 years experience in a similar position.
- Proficiency in MS Word, Excel, Outlook and PowerPoint required.
- Good IT knowledge a plus.
- Fluency in written and spoken English and French is essential.

## Applications:

- Vestergaard believes that diversity, equity and inclusion is critical to our success. We are an equal opportunity employer whose team works hard to build respect, dignity and equity into everything we do. We seek to recruit, develop and retain the most talented, driven and entrepreneurial minded people from diverse backgrounds and experiences.
- If you possess the above qualifications and the drive to meet the challenges, please send your cover letter to [jobs@vestergaard.com](mailto:jobs@vestergaard.com) enclosing your CV. We will only respond to electronic applications and to shortlisted applicants.