



Ava Women is an award-winning, fast growing company with offices in Zurich, Switzerland and San Francisco, USA. We have launched a novel wearable device that has the potential to significantly increase the quality of life for millions of women around the globe. Would you like to join us on this challenging adventure? We are looking for an:

Office Manager (f/m) 60%-100%

based in Zurich, Switzerland

As Office Manager you will have both a broad and pivotal role within our organisation. You will work front of house, meeting and greeting all Ava Women guests on arrival and making them feel welcome. You will also be the driving force behind the scenes for all our employees. No matter which team you collaborate with, your colleagues can always be sure to count on you. So if you are self-motivated, have outstanding organizational skills and a 'can do' attitude then you may well be a perfect fit for this role.

Responsibilities:

- General organizational tasks including administrative support across all AVA offices
- Front of house management of all Ava guests and visitors
- Calendar coordination and maintenance of conference rooms
- Travel arrangements for both employees and guests
- Plan in-house and off-site activities, like celebrations, trainings, conferences
- Handle incoming mail and requests
- Helping with basic finance, HR and IT duties
- Conduct new employee orientation

Your qualifications:

- You have a commercial background with proven experience as an office manager or administrative assistant
- Fluent in German and English, every further language is a plus
- Strong organizational skills and attention to detail
- Proactive working-style, self-disciplined and able to work independently as well as in a team
- Highly service orientated and hands-on mentality with willingness to get things done
- Happy to work within an international, multicultural and fast changing environment

Would you like to contribute to a highly motivated team, with a lot of space for your own initiatives and ideas? If yes, we look forward to receiving your complete application by e-mail.

We appreciate you share our excitement for Ava Women. Please be aware that only fully documented applications (CV, motivation letter, reference letters, diplomas) will be considered. Should you not hear back from us within 3 weeks your application has unfortunately not been successful for the respective role.

Ava – Revolutionizing women's health

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www.avawomen.com