

RADIATE

Administrative Assistant (50%)

Do you thrive in a fast-paced, motivated and agile environment? We are seeking a highly organized and proactive Administrative Assistant to join our team. You will provide essential administrative support and ensure smooth operations within our organization. From managing documents to event coordination, this role requires a versatile individual capable of multitasking and problem-solving.

If that sounds like you, go on reading!

Radiate Engineering & Design is a consultancy that specializes in developing innovative engineering services and products ranging from Bicycles to civil UAVs and more. We are passionate about providing solutions for the challenges of our international clients. Mutual respect, reliability, personal commitment and a high degree of professionalism characterize our team culture.

As an Administrative Assistant (50%), you will work in close collaboration with our senior management team and assist them in their day-to-day work. You will oversee a diverse range of tasks to ensure the smooth operation of our office.

Key responsibilities:

- Administrative Support: Assist in day-to-day administrative tasks
- Office Management: Maintain office supplies inventory, and ensure the smooth running of office equipment and operation
- Accounting: Billing of accounts receivable, invoice tracking and dunning of customers
- Communication & Correspondence: Serve as a point of contact for internal and external stakeholders
- Human Resources: Support HR functions, including personnel administration and contract management
- Event Coordination: Support the planning and execution of company events, including meetings, conferences, and team-building activities

Requirements:

- Commercial education, several years of professional experience in administration or similar
- High resilience
- High level of initiative, ability to work independently
- Ability to work in a team, outgoing personality
- Assertiveness, experience with lateral leadership an advantage
- Quick comprehension, multitasking and problem-solving mindset
- General affinity for technology an advantage
- Good written and spoken German and English skills
- Good handling of MS Office (especially Excel) and familiarity with Cloud Software (Google, MS Teams or similar)
- Willingness to work on-site in Zurich

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Benefits: At Radiate, you will...

- be part of a dynamic young team that is highly motivated to make a difference
- have the opportunity to actively participate in a flat organized organization to create the best possible working environment
- have a strong contribution to the development of the company
- enjoy 25 vacation days per year
- work in a collaborative environment and thriving workspace in the heart of Zurich
- have a good work-life balance – because people come first to us

Are you interested?

We are looking forward to receiving your compelling application stating your salary expectations and earliest starting date. Please submit your application via this form:

<https://forms.gle/VLUPfYQZ4DfnrTJn9>