

JOB DESCRIPTION	
ADMINISTRATIVE ASSISTANT 100%	
	LOCATION : GENEVA (CH)

MISSION :

- To act as the first point of contact within Stromasys Headquarters
- To coordinate varying administrative tasks
- To organize the upkeep of our offices through third parties
- To undertake ad hoc requirements for our CEO and the Management Team
- To back-up the order processing group

TASKS :

- Telephone calls and reception
- Post office, DHL shipping
- Act as a back-up for the order processing team
- Flights and hotel booking for the CEO and Management Team
- Holiday planning, internal Directory updates
- Organization of bi-annual Stromasys meetings
- Ordering of office stationary and supplies
- First person of contact for our suppliers, cleaning company, etc.
- File classification, archiving
- Administration tasks for the CEO and Management Team

JOB REQUIREMENTS :

- Business school degree
- Fluent in English and French, other languages a plus
- Open personality, likes people
- Someone who enjoys multi-tasking
- Likes fast-moving environments

If you are interested in this position, please send your CV to
jobs@stromasys.com