



Innovation is our passion.

Securecell is the trusted partner for biopharma, enabling them to bring new therapies to patients in a safe, efficient, and economical way. We innovate ground-breaking measuring and control engineering technologies to radically improve bioprocessing, medical treatment, and patient health. For more than 25 years, we have been delivering innovative solutions in bioprocess control for biotech, pharma, and academia. This expertise and experience provided the fundament for the technology transfer into the MedTech space and the development of Seraccess®, a truly disruptive diabetes therapy.

Continuing steadily on our sustainable innovation path and growth journey, we are looking for a

Executive assistant with an HR focus

Are you a professional executive assistant with a profound experience in HR interested in supporting the business activities of Securecell AG? You will be participating in our meetings, and directly contribute to the further development of our organization and our business opportunities with an entrepreneurial mindset.

Responsibilities:

- Support the management in all activities
- Manage the CEO's pendency and calendar
- Participate in all relevant meetings, produce meetings reports, and distribute them internally, control the progress of pending activities.
- Support and manage HR-processes: create job profiles, manage the recruiting process, preselect candidates, organize, and support the interview process, prepare and close the employment contracts, manage the employee files, coordinate the annual review meetings, facilitate the resignation process.

Your profile

- At least 3-4 years' experience as an executive assistant in small or medium businesses.
- HR qualification and at least 2-3 years' experience as HR.
- You are a team player with quick learning, strong communication, and negotiation skills.
- Able to work 60% flexibly.

Our offer

Securecell offers a highly diverse international working environment and the opportunity to collaborate with highly skilled individuals from various disciplines. Partnership and interdisciplinary collaboration are at the core of our company, our research activities, and the commercialization of our marketed products. We nurture true innovation and creative thinking to advance our research projects as well as to continuously improve our marketed products. At Securecell, you will discover a challenging job, inspiring colleagues, and a true purpose. We are looking forward to hearing from you!

Please submit your detailed curriculum vitae to hr@securecell.ch

Job location

Securecell headquarters are in Urdorf (Zurich), Switzerland.

www.securecell.ch

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