
Company

Menhir Photonics is a dynamic Swiss laser manufacturer offering laser solutions of unprecedented robustness and reliability to customers around the globe. Based in Zurich, Switzerland, our team has strong expertise in the development and production of ultrafast lasers for the markets of aerospace, telecom, and metrology. For our development and production site near Zurich, we are looking for an **Office manager**.

Your responsibilities

As an office manager you will be responsible for:

- Day-to-day business administration duties
- Support sales team with preparing quotes and managing payments
- Handling shipments, managing documentation about imports and exports
- Facilities coordination (liaising with landlord, cleaner, utilities etc)
- Performing simple accounting tasks
- Supporting HR and recruitment
- Organizing office and team events



Your profile

Desired skills:

- 5+ years' experience in a similar role responsible for business, project and finance administration duties including accounts payable, accounts receivables and payroll processing
- Outstanding written and verbal communication skills, with high levels of confidentiality, discretion and effective influencing skills
- Excellent interpersonal skills, with a friendly and efficient manner
- Advanced level Microsoft suite skills including templates
- Strong organizational skills with meticulous attention to detail
- German language is required

Conditions

- The position offered is a 80-100% position with starting date by end 2022.
- The workplace is located at our development and production site near Zurich (Glattbrugg).

We are committed to ensuring diversity; inclusion and equality are embedded throughout our company for the benefit of our customers and our team. If you are looking for a unique and exciting opportunity, we look forward to your application.

If you are interested in learning more about this offer and getting to know us, **please email your CV and tell us more about you** at contact@menhir-photonics.com

Notice: This offer has been published on 18th of November 2022 and is valid until further notice.