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## Company

Menhir Photonics is a dynamic Swiss laser manufacturer offering laser solutions of unprecedented robustness and reliability to customers around the globe. Based in Switzerland, our team has strong expertise in the development and production of ultrafast lasers for the markets of aerospace, telecom, and metrology. For our ambitious business scale-up we are looking for a **CFO Assistant and Controller**.

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## Job Description

Your primary duties and responsibilities:

- Record all financial transactions in an accurate and timely manner, assist in tracking budgets, expenses, and other financial metrics, and help in the preparation and monitoring of departmental budgets
- Produce reports in an accurate and timely manner, and prepare documents, presentations, and reports for internal and external stakeholders
- Provide direct administrative and office management support to members of the executive team and other departments including Production, Purchasing, Logistics, Sales, Facilities, etc.
- Manage all accounting operations including accounts payable and accounts receivable
- Develop and implement robust internal controls to ensure accuracy in financial reporting and compliance with laws and regulations
- Ensure compliance with local, state, and federal government reporting requirements and tax filings
- Work closely with the CFO on special projects
- Maintain confidentiality
- Professionally interact with employees, management, and others at all times



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## Experience and Education

Your background:

- Post-secondary education (in Business Administration or relevant discipline preferred)
- 3-5 years' experience in an administrative role
- Strong knowledge of office procedures and practices, including strong digital literacy
- Proven ability to work collaboratively as part of a team in a deadline driven environment
- Knowledge of USA funding schemes is a big plus
- Strong analytical and problem-solving skills
- Ability to work under pressure and manage multiple priorities
- Excellent communication and interpersonal skills

- Professional knowledge of English is required, and basic knowledge of German and other European languages is welcome

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## Additional Requirements

You bring:

- Advanced knowledge of Microsoft Office tools (Excel, PowerPoint, Microsoft Project, Word, etc.)
- Project management experience and professional certification is welcomed (e.g., CPMP, PMP, Agile)
- A willingness to develop new skills and acquire insight into how business administration works

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## Conditions

- **A valid Swiss work permit is required**
- The position is 80% to 100% (34-42 hours/week)
- Onsite
- The workplace is located at our headquarters near Zurich in Glattbrugg, Switzerland
- The preferred starting date is Nov 1<sup>st</sup>, 2024

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## Contact

If you are interested in learning more about this opportunity and getting to know us, **please email your CV and tell us more about why you're a good fit for this position at [talents@menhir-photonics.com](mailto:talents@menhir-photonics.com).**

Please reference "MPZH035" in the subject line. We look forward to hearing from you!

Applications will be accepted until November 8, 2024.