



Office Manager

full-time based in Zug, Switzerland

About Bioeq

Bioeq IP AG is a Swiss biopharmaceutical joint venture between the leading Polish pharmaceutical group Polpharma and the Strüngmann family's investment company. We license, develop and commercialize a biosimilar, which is a successor product of Lucentis® (ranibizumab), a successful branded biopharmaceutical.

About you

We are looking for a broadly experienced Office Manager with a proven track record of +5 years as Assistant, Office Manager or in a comparable function, preferably within a "start-up" environment.

You should have successfully completed a commercial apprenticeship or a higher commercial education. Ideally you have worked in an international environment like a foreign trade company.

Sound knowledge of administrative, finance and HR processes, proficiency in English and German, as well as decent user knowledge of MS Office and Sharepoint is a prerequisite.

You should combine excellent planning, organization and execution skills with the ability to work effectively in matrix organizations. Our international footprint requires effective collaboration with international colleagues in English and a hands-on mentality. A deeply cooperative, self-motivated and pro-active approach to problem solving will help you to master the challenges of this role.

About the role

You will act as Office Manager for our newly relocated offices in Zug, Switzerland and be responsible for all administrative and organizational topics. As pharmaceutical business we operate under Swissmedic regulations and in accordance with a GxP-compliant Quality Management System. In this exciting generalist role, you will face, among others, the following tasks:

- **General administration**
 - Administrative support of Board and Management including minute keeping
 - Preparation of meetings and reception of visitors
 - Supporting business travel organization
 - Managing office supplies inventory and petty cash
 - Preparing correspondence and operating telephone service in English and German
 - Processing of post and courier shipments
- **Finance**
 - Preparing, processing and tracking of invoices and payments
 - Supporting accounting, financial planning and reporting
 - Coordinating annual financial audit
- **Human resources**
 - Performing employees on-/off-boarding
 - Supporting recruitment, training, payroll and general personnel administration
- **Document management**
 - Conducting contract and trademark lifecycle management
 - Maintaining and archiving of business documents

How to connect

If this unique opportunity resonates with your plans and aspirations, feel invited to apply with your CV in .pdf format via email to jobs@bioeq.ch.