



CDR-Life is a young and innovative biotech company based in Schlieren, Zurich where we develop novel immunotherapies against cancer. It is a dynamic mission-driven company with a highly collaborative approach. A key element of running a successful R&D-based company is the effective management of the offices including a variety of general and administrative tasks. As part of our growth, we are looking for a highly motivated and people-oriented

## Office Manager (80-100%)

Responsible for general and office administration

You will be an integral part of the team by organizing and coordinating office administration to ensure smooth and effective day-to-day operations. This includes streamlining administrative procedures and carrying out office staff services in this growing start-up.

We are looking for a positive and dynamic person who likes handling a wide range of general, administrative and support tasks. Able to work independently, you should be very well-organized, flexible, and enjoy supporting diverse and passionate people in different company areas.

### Responsibilities

#### Main

- Organizes offices, meeting rooms, and cafeteria including furniture and supplies
- Organizes lunch deliveries and catering orders
- Generates purchase orders and receives office deliveries
- Provides supplier invoices to accounting
- Administrates employee keys
- Books dinner, hotel, and transfers for visitors
- Receives guests

#### Support

- Organization of larger internal or external meetings
- Events organization
- Onboarding of new hires
- Travel bookings

### Your Profile

- Good communication skills
- Proficient in MS Office and ideally MS SharePoint
- Positive and proactive attitude
- Well-organized and service-oriented
- Likes to work independently
- Fluent in English
- A good command of German is a plus
- Familiarity with pharma/biotech is a plus

From May 2023, CDR-Life will be located at Tödistrasse 48, Horgen.

Are you interested? For any further questions or your application please contact: [simona.cesari@cdr-life.com](mailto:simona.cesari@cdr-life.com). We are looking forward to hearing from you.