



CDR-Life is a young and innovative biotech company based in Horgen, Zurich where we develop novel immunotherapies against cancer based on our unique tumor targeting technology. It is a dynamic mission-driven company with a highly collaborative approach. A key element of running a successful R&D-based company is effective office administration including a variety of organizational tasks. As part of our growth, we are looking for an open and service-oriented:

Office Assistant (40-60%)

supporting the team in day-to-day administrative and organizational tasks

You will play a pivotal role by supporting the team in day-to-day operations by taking on a variety of secretarial and administrative tasks. We are looking for a committed and dynamic person who possesses a positive can-do attitude, willingness to learn and a desire to contribute to a growing biotech start-up. You should enjoy administrative tasks, varied office work, interaction with colleagues across the company, be well-organized and collaborative.

Key Responsibilities

- Serve as main point of contact for external people by:
 - Manage correspondence (post) and general e-mail accounts
 - Answer incoming phone calls
 - Coordinate visits and welcome guests
- Track and order office materials
- Generate purchase orders and provide supplier invoices to accounting
- Plan and maintain general company schedules incl updates of shared calendars
- Organize common administrative information by updating templates and storing files and records to ensure accuracy and validity
- Proactively identify systems and process improvements
- Take care of office plants
- Prepare meeting rooms, help organize and maintain common office areas
- Assist with travel arrangements, including booking accommodation and reservation for guests
- Support preparation and organization of various company events, including lunch orders and deliveries

Who you are

- Good communication skills
- Team player and service-oriented
- Good knowledge of common Office programs and ideally MS SharePoint
- Initiative, punctuality, reliability and flexibility are your strengths
- Attention to detail, problem solving skills and discretion complete your profile
- Fluent in English
- A good command of German is a plus
- Experience in bookkeeping is a plus



Why CDR-Life?

Enter a meaningful job with purpose – helping people with cancer and other incurable diseases. Become part of a team on a mission with a collaborative, open, and solution-oriented spirit where you can have an impact. Enjoy exciting opportunities for development and professional growth within our growing organization with flexibility that fits with your needs and lifestyle, as well as competitive salary and benefits.

To apply or in case of questions, please contact simona.cesari@cdr-life.com. We are looking forward to hearing from you.

CDR-Life is proud in its commitment to creating a diverse workforce and providing equal employment opportunities to all employees and applicants without regard to religion, sex, sexual orientation, gender identity, gender expression, parental status, national origin, age, disability, citizenship status, genetic information or characteristics, marital status or any other characteristic protected by law.

Please note CDR-Life operates a strictly controlled list of preferred recruitment partners. For those partners who have no valid, signed Master Service Agreement in place with CDR-Life, all unsolicited resumes, CVs, anonymous profiles, or any other candidate details submitted through our website or to personal e-mail accounts of employees of CDR- are considered the property of CDR-Life and are not subject to payment of any form of introduction, placement, or referral fees.