

	Description
Function	Administrative Assistant
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Percentage	60% 3 days per week
Reporting Line	Chief Administrative Officer
Company Profile	<ul style="list-style-type: none"> AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases 140+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ AC Immune SA is a progressive, equal opportunity employer
Job description	The company is looking for an Administrative Assistant who supports the CAO in all Administrative aspects and will therefore take a central role within the organization
Key Responsibilities	<p>Key responsibilities include:</p> <p>Administration</p> <ul style="list-style-type: none"> - Assist the CAO in all facilities and infrastructure aspects - Oversee all facilities and infrastructure management projects - Manage all maintenance aspects with the EPFL Innovation Park and external suppliers (cleaning, electricity, fluids, cooling, waste, etc.) - Support office's move and adaptation/transformation (FEIP SQIE, furniture, move...) - Manage accesses (keys, badges, authorization for external providers) - Coordinate mail-in box in the morning - Manage stock for keys, coffee, water bottles - Work actively and fully integrate a sustainability approach in all administrative related matters (buildings, waste, energy) <p>Back-up</p> <ul style="list-style-type: none"> - Replace the Administrative Assistant (reception) during absences - Back-up of the Sr. HSE and Travel Assistant
Qualifications & Skills	<p>The candidate should have the following qualifications:</p> <ul style="list-style-type: none"> • Languages: fluent in English and French both written and spoken, knowledge of German is an asset • Good knowledge in MS Office applications (Word, Excel, Powerpoint) • Excellent phone and interpersonal communication skills, team oriented • Candidate will be a professional who takes initiative • Willingness and ability to take on assignments and tasks which may be totally unrelated to the core job description, but which are important to the company • Good organizational skills