

	Description
Function	Administrative Assistant
Location / Contact	EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Percentage	100%
Reporting Line	Executive Assistants Office
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
Key responsibilities	<ul style="list-style-type: none"> Manage calls and other correspondence, including e-mail, post, mail trays. Serve as a representative contact point internally and externally Manage the Reception desk, including welcoming guests, preparing meeting rooms to a high standard, organizing videoconference, participant transport, and refreshments Control access for external providers, including requirements for keys, temporary badges and related authorization rights in partnership with the Administration team Maintain suitable levels of office, refreshment and kitchen supplies throughout the organisation Maintain the fixed line phone directory, and coordinate maintenance requirements with the external supplier Organise kitchen area, including hygiene requirements Manage and distribute to newcomer items, such as temporary access badge Serve as back-up to the Executive Assistant's office for expense report management, travel arrangements and appointment planning Coordinate and execute all logistics related to board meetings and AGMs, including transfers, accommodation, catering, board dinner, and follow-up invoicing in SAP Organize summer and Christmas parties, including their logistics, such as defining concepts, requesting offers, obtaining signatures on contracts, and coordinating the event all teams involved Support other office activities and operations that enable an efficient and effective office environment Support, organize and manage Company internal and external activities Allocate visitor's parking spot via the parking management system
Qualifications	<ul style="list-style-type: none"> Fluent English and French, both written and spoke Ability to represent the employer in a highly professional way with excellent interpersonal skills Proficiency with multiple technology platforms, including Microsoft Office and Teams Excellent phone and interpersonal communication skills Solutions focused with a high level of service-orientation Capability to step outside the job description requirements Capacity to balance taking the initiative and acting autonomously with outstanding collaboration skills