

	Description
Function	Administrative and HSE Group Expert
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Percentage	100 %
Reporting Line	Senior VP Information Systems and Artificial Intelligence
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 160+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ AC Immune SA is a progressive, equal opportunity employer
Job description	<p>The company is looking for an Administrative and HSE Senior Expert to oversee and manage all aspects of Health, Safety, Environment (HSE), and facilities management, with a specific focus on biotech lab environments. This role is central to ensuring that all laboratory and building operations adhere to the highest standards of safety, efficiency, and sustainability.</p>
Key Responsibilities	<p>Facilities and Infrastructure Management:</p> <ul style="list-style-type: none"> Manage and supervise (in collaboration with all related functions) all biotech laboratory facilities, including installation, maintenance, and upgrades of technical infrastructure. Ensure compliance with all relevant regulations and standards, particularly in the context of biotech laboratory safety and environmental sustainability. Serve as the primary liaison for EPFL and Innovation Park, coordinating all building maintenance and infrastructure projects. Lead and manage facility projects with an emphasis on integrating sustainable practices, including energy efficiency, waste management, and the use of eco-friendly materials. Oversee vendor relationships, including negotiating contracts and supervising work related to the maintenance of essential services (e.g., Heating, Ventilation, Air Conditioning, Plumbing, Electrical Systems). Administer and manage access control systems, including keys, badges, and authorizations for external providers. <p>Health, Safety, and Environment (HSE) Leadership:</p> <ul style="list-style-type: none"> Develop and enforce Occupational Health and Safety (OHS) policies and programs tailored to the needs of a biotech laboratory environment. Conduct regular risk assessments, safety audits, and inspections to ensure the safe operation of all lab and facility activities. Organize and lead training sessions on safety protocols, emergency procedures, and environmental best practices for all employees, with a focus on technical staff in laboratory settings. Oversee fire safety protocols, including the maintenance of fire extinguishers and the training of staff and evacuation teams. Record and investigate incidents to determine causes and implement preventative measures to avoid future occurrences.

	<p>Sustainability and Environmental Stewardship:</p> <ul style="list-style-type: none"> • Lead and support sustainability initiatives, particularly those aligned with the Swiss Triple Impact Program, and ensure that environmental considerations are integrated into all facility management activities. • Train employees on eco-gestures and sustainability initiatives, promoting a culture of environmental responsibility within the organization. • Monitor and report on the effectiveness of sustainability efforts, making recommendations for continuous improvement. <p>Administrative Support:</p> <ul style="list-style-type: none"> • Provide comprehensive support for the administrative team in areas related to facility management. • Manage (in collaboration with relevant functions) the logistics related to office moves, space planning, and the procurement of furniture and office supplies. • Supervise the administration of FairPark/FairMove and other mobility-related processes, ensuring alignment with company policies and sustainability goals.
<p>Qualifications & Skills</p>	<p>Education and Experience:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Engineering, Environmental Science, Facilities Management, or a related technical field is required. • Advanced degree (MBA, MS in Environmental Engineering, or equivalent) is strongly preferred. • Extensive experience in facilities management, with a strong emphasis on biotech lab environments and infrastructure. <p>Technical Expertise:</p> <ul style="list-style-type: none"> • Deep knowledge of regulatory requirements and best practices related to biotech laboratory safety and environmental sustainability. • Demonstrated experience managing complex technical projects, including the installation and maintenance of laboratory equipment and building systems. • Proficiency in conducting risk assessments and implementing Occupational Health and Safety programs within a laboratory or technical environment. • Recognized Certifications: Holding certifications such as the NEBOSH International General Certificate in Occupational Health and Safety or the Swiss Safety Certificate (Sicherheitszertifikat Schweiz, SZ) would be a significant advantage. <p>Personal Attributes:</p> <ul style="list-style-type: none"> • Strong leadership and project management skills, with the ability to manage cross-functional teams and external vendors. • Excellent communication skills in both spoken and written English and French. • Highly organized with the ability to manage multiple priorities and projects simultaneously. • Strong interpersonal skills, with the ability to build effective relationships across all levels of the organization.