



Behind every record, there are years of intensive training and the athlete's desire to produce excellent performances. Behind the result, there is profound know-how and the high precision of Swiss Timing's state-of-the-art technology.

**If you have a special interest in technology and you want to participate in the future development of high level sport... we are looking for you!**

Globally active, our company is constantly seeking for employees determined to progress and work in a highly innovative environment.

---

## Administrative/Technical Assistant to the Heads of R&D, Operations and Quality

### Job-description

Your duties and responsibility include providing administrative support to ensure efficient operation of the office. You will support managers and employees through a variety of tasks related to organization and communication. The administrative job scope includes communicating via phone and email ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner.

### Main responsibilities

- Organize and schedule various meetings
- Produce and distribute meeting minutes, memos, letters and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Book travel arrangements
- Submit and reconcile expense reports
- Manage the administrative part of the company patent portfolio
- Provide general support to visitors

### Your profile

- You have proven administrative and assistant experience
- You like to work in technology environment and you have some technical expertise
- You are able to collect and interpret datas
- You are familiar with office management systems and procedures
- You show excellent time management skills and ability to multi-task and prioritized work
- You pay attention to detail and problem solving skills
- You demonstrate strong organizational and planning skills

### **Professional requirements**

- Proficiency in MS Office
- Experience with MS SharePoint is welcomed

### **Language Skills**

English: excellent  
French: excellent  
German: very good

### **Start date**

As soon as possible

### **Job location**

2606 Corgémont, Switzerland  
04159 Leipzig, Germany (once per month)

Interested? Please send your job application to Sara von Kaenel, [HR@swisstiming.com](mailto:HR@swisstiming.com)