

CAREER | *Administrative Assistant, part-time*



OLS – OMNI Life Science is a family-managed Life Science company, originating in Germany and with an independent branch in Switzerland. OLS Switzerland distributes various technologies covering the workflow in cell-based research including cell culture, stem cell expansion and differentiation, cell counting and cell analysis assay technologies. Our sustained success is based on motivated employees in an innovative environment. Our team in Switzerland is growing. Grab your chance now to join us on our journey into a successful future.

For OMNI Life Science GmbH in Basel, Switzerland we have a vacant part-time position starting as soon as possible as

Administrative Assistant, part-time (30%), for our Office located in Basel close to the Main Train Station

expect a high degree of self-responsibility, flexibility and independency

Responsibilities

- Support the Swiss team in our office in Basel with administrative work such as
 - Coordination and processing of incoming and outgoing deliveries,
 - Organize and maintain document storage, ensuring its completeness and accuracy, including the digital data storage,
 - Checking data consistencies, update and maintain Customer Contact Database.
- Customer contact by email and phone to follow up with customers
 - On open issues,
 - Arrange appointments for service/support calls,
 - Provide defined information material and follow up on marketing leads.
- Preparation of marketing material for trade-shows and exhibitions.
- Small defined information research projects to support sales activities.

Requirements

- 25+ years old, completed commercial or technical training.
- Precise, thorough and independent working style with strong hands-on mentality.
- Good IT skills including Microsoft Office.
- Attention to detail, communicative and technically interested.
- Express yourself fluently in German and English with good written skills, French is a plus.
- Enjoy to work independently and self-responsible, being self-motivated and reliable.
- Like to work in a small team and in a pragmatic manner with customer focus.
- Being available on a regular basis on 3-4 days/week at regular working hours. Individual exceptions can be arranged according to possibilities in mutual agreement with advance notice.
- Swiss driving license class B is a plus.

Interested to join us?

Please send your job application, CV, and other relevant information including the earliest possible starting date and your desired salary, by email to:

Dr. Britta Gerlach
job@ols-bio.ch

What we offer

We offer you a pleasant international working atmosphere, attractive benefits as well as many opportunities to take on responsibility. A friendly environment, flat hierarchies with short decision-making processes are the basis of our corporate culture at OLS.

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