



Administrative Assistant

Job Description

MIRO Analytical AG is young company providing state-of-art laser-based gas analyzers for monitoring of greenhouse gases and air pollutants. Since 2023 we are part of Bruker Group (NASDAQ: BRKR) and on the path to scale up our business. If you are - like us - passionate about mitigating climate change and fighting air-pollution, we are looking for you as an **Administrative Assistant**. You will work directly with the CEO, the Sales and Accounting teams.

As of now we are looking for our office in Wallisellen for an **Administrative Assistant (m/f/d)**.

Qualifications

- Commercial apprenticeship or comparable qualification
- Experience with accounting and international sales
- Ability to communicate comfortably and efficiently in written and spoken English and German)
- Excellent computer skills MS Office (Power Point, Word, Excel, Teams, Outlook)
- Getting-things-done attitude

Responsibilities

- Support and management of external accounting
- Communication and coordination with our mother company
- Organization of conferences and travels for our sales and application teams
- Processing of incoming and outgoing mail
- Welcoming and hosting visitors

We offer

- The chance to have an impact by helping to reduce air-pollution and mitigate climate change through better measurements
- The opportunity to join a highly dynamic young company at an early stage
- The opportunity to grow professionally and get more responsibility quickly
- Creative environment and freedom to implement new ideas and develop new skills

Benefits

- Flexible working hours, 40h work-week, 25 days of vacation per year
- Additional sick leave insurance
- The company covers 50% of the private accident insurance.
- Regular social events, teambuilding, BBQ, free coffee and snacks

Conditions

Place: Wallisellen (ZH)
Workload: 50-80%
Starting date: 01.05.2024 or as agreed
Contact: jobs@miro-analytical.com; +41 44 830 91 53

PLEASE NOTE: We only consider complete applications including a CV, cover letter, and relevant references that are sent to jobs@miro-analytical.com

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