

*FemtoTools is a high-tech Swiss company that develops and sells high-resolution, microchip-based nanoindenters for applications in materials science, metallurgy, thin films, and microsystem technology. Powered by our unique technology, we are rapidly growing both our team and our global customer base.*

# Administrative Support Manager

We are looking for a highly-motivated administrative support manager for a diverse set of administrative tasks in our fast growing company. Directly reporting to the management team, you will support administrative tasks in the sales organization, logistics finance and in general office management.

## What you would do:

### Sales administrative support

- Generation of quotations, processing purchase orders, and issuing of invoices
- Reviewing contractual terms and conditions as well as tender documentation to identify specific requirements and red flags
- Identify certificates requested for the procurement procedure, specific submission requirements and ensure compliance
- Combining all the necessary documentation and reviewing the formats to ensure compliance with purchaser requirements
- Building and maintaining company tender documentation library

### Office management

- Oversee general office operations
- Greeting visitors, answering incoming phone calls
- Monitor and report the administrative expenses

### Logistics

- In collaboration with our logistic partners, manage the shipment of our products to our global customer base.
- Generate and manage crucial documents such as airway bill, proforma invoice and picklist

### Assistant to the management

- Provide support to the management team, contributing to the overall efficiency of the organization.

## What you should bring:

- Experience working in administrative support ideally from a sales environment
- Experience in logistics and shipping documentation
- Excellent spoken and written English and German language skills are required
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)

## Who we are looking for:

- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills in a fast-paced environment
- An analytical mind with problem-solving skills

## Why will you love Femtotools:

- We are a great and growing team: You will be part of a multicultural, highly motivated and committed team of experts in engineering, physics, mathematics and material science.
- Highly diverse position: You will be contributing to the success of our company by collaborating with people from various teams working on many different activities, often in parallel.
- Growth opportunity and market competitive salary: Together with our rapidly growing market share, our team is constantly growing, continuously creating new opportunities and positions within our organization.
- We offer exceptional quality of life: Over the past 20 years, the city of Zurich has been ranked in 1st or 2nd place as the "worldwide quality of living city." We are located just outside of Zurich, directly at the train station of Buchs with a travel time of only 20 minutes from the center of Zurich.

Interested to join the highly-motivated FemtoTools team in Switzerland? Candidates with a keen interest are invited to forward their complete application (CV, reference letters, diplomas incl. transcripts etc.) by email to: [jobs@femtotools.com](mailto:jobs@femtotools.com)