

Administrative Assistant

Job offer

The Company

3Brain AG is a Swiss deep tech company working on cell-electronic interfaces that link biological networks to computers via custom-made semiconductor microchips. Our mission is to empower life scientists to probe intelligent networks, accelerate biomedical discoveries for the benefit of patients, and create a future more exciting than the present. Our interdisciplinary team of scientists and engineers are constantly pushing the boundaries of engineering for life's complexities. We are ambitious, fast-growing and love to explore. The company is headquartered in Switzerland nearby Zurich, has a R&D unit in Genova, Italy, and has installed its cutting-edge products in laboratories and pharma companies worldwide.

More info: <http://www.3brain.com/about.html>.

Job description

3Brain is looking for a full-time Administrative Assistant for its subsidiary office in **Italy (Genova)** to provide administrative and accounting support to management, team members and customers. The ideal candidate will have a full proficiency English and will be able to execute administrative functions teaming up with the Swiss administrative department, while also supporting the day-to-day running operations of the office.

Main responsibilities:

- Process accounts payable and purchasing transactions, including payment and collection of incoming invoices and credit cards transaction, and maintaining detailed and accurate files for the period reconciliation process.
- Assist with documents and fiscal reports given to Company's stakeholders.
- Provide support to production and laboratory facilities and other team members to manage supplies including placing supply orders and maintaining accurate inventory.
- Monitor the current status of all job orders and communicate any updates or changes to the appropriate responsible.
- Maintain relationship and handle communication with the suppliers



- Prepare shipments and update order and payment status in the Company's management system, track shipments to update delivery status, resolve any problems promptly, provide account updates and guarantee delivery.
- Coordinate with customs broker to obtain timely clearance.
- Handle travel arrangements, and time/expense reports with accuracy and efficiency.
- Handle administrative arrangements concerning workshop, demo and, customer or Swiss team member visit at the Italian premises.
- Provide administrative and organizational support for the relocation in Genova of new foreigner team members or collaborators in case of need.
- Update and maintain all departmental documents/systems to ensure they are following the appropriate processes.
- Create and modify PowerPoint, Excel and Word documents with great attention to formatting and utilizing advanced technical skills.
- Responsible for general office duties including meeting and greeting visitors, handling phone calls, distributing mail and packages, providing administrative assistance to staff, maintaining office equipment (copy machine and printers), organizing office keys, and assisting directors with general facilities requests.

Required Qualifications

- Full proficiency in English.
- High school diploma or equivalent certificate required.
- Highly proficient in Microsoft Word, Excel and PowerPoint.
- Must have strong writing and communication skills, and the ability to interact confidently with executives and employees at all levels.
- Ability to stay focused and efficient and to prioritize time sensitive assignments, flexible to adapt to ever changing needs and deadlines.
- Must be able to effectively multitask and provide professional and effective service in a demanding, high-traffic environment.
- Being independent with strong organizational skills.
- Attention to detail, accuracy and discretion to handle confidential information required.

Additional Qualifications

- Experience in logistics and customs documentation preparation is a strong plus.
- German language skills.
- Experience with accounting and procurement systems.
- Experience managing tenders with Italian public administrations.

What We Offer



- A dynamic and stimulating work environment driven by a desire to build transformational technologies to help others.
- A young, fast-growing company with plenty of opportunities for personal growth and development.
- Working place: **Genova (Italy)** a wonderful Mediterranean and historical city located nearby world-renowned places such as Portofino and Cinque Terre and 2 hours from Milan, the fashion and business hub of Italy.

To apply, send both your CV and motivational letter to hr@3brain.com, subject: [Administrative Assistant](#).

