

Sales Assistant and Contract Admin

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. Our company is headquartered in Switzerland nearby Zurich, has a Data Science and Discovery 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

We are seeking a Sales Assistant with a focus on contract management to join our team. The ideal candidate has experience in sales contracts and will be responsible for supporting the administrative and operational functions related to contract management, ensuring compliance with company policies and legal requirements. This role requires strong organizational skills, attention to detail, and the ability to effectively communicate with internal and external stakeholders. Main responsibilities:

- Audit contracts received globally from sales staff and ensure that all contract requirements are satisfied before proceeding to signatures.
- When required, negotiate with customers and partners contracts ensuring their compliance with company policies.
- Maintain organized records of contracts, including documentation related to contract amendments, extensions, and terminations.
- Monitor contract expiration dates and renewal deadlines, ensuring timely action and compliance with contractual obligations.
- Serve as a point of contact for internal and external stakeholders regarding contractual matters, providing timely and accurate information and assistance.
- Collaborate with administration, sales, and other departments to resolve contractual issues and ensure alignment with business objectives.
- Assist in the development and implementation of contract management policies, procedures, and best practices.

- Conduct periodic audits and assessments to identify areas for improvement and ensure compliance with company policies and legal requirements.

Required Qualifications

- Bachelor's degree in legal studies or, alternatively, a master's degree in business administration.
- Previous experience in contract management, legal assistance, or administrative support role preferred.
- Strong organizational and analytical skills.
- Detail-oriented with a high level of accuracy and thoroughness.
- Excellent written and verbal communication skills.
- Excellent proficiency in Microsoft Office Suite and in particular in Microsoft Word.
- Ability to prioritize tasks and work effectively in a fast-paced environment.
- Demonstrated ability to work independently and collaboratively with cross-functional teams.

Additional Qualifications

- Knowledge of contract law and principles is a plus.

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: **Pfäffikon SZ, Switzerland**. It's a beautiful lakeside village just outside of Zurich, the country's main cultural, financial and business center.

To apply send your CV and, optionally, a short motivation letter to hr@3brain.com, subject: [Sales Assistant and Contract Admin](#). Please note that **your CV should include your previous experience in contract management.**

