

Admin and Sales Assistant

Job Offer

The Company

3Brain 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's cutting-edge products are used in laboratories and pharma companies worldwide. 3Brain is headquartered in Switzerland nearby Zurich, has a Data Science and Discovery Unit in Genova, Italy, and an operational unit in the US.

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

Job description

We are seeking an Admin and Sales Assistant to join our Swiss team. The ideal candidate is highly organized and detail-oriented and has already experience in sales contracts. The candidate will be responsible for supporting the administrative and operational functions related to sales, as well as handling various other administrative tasks, while ensuring compliance with company policies. In addition to strong organizational skills and attention to detail, this role requires the ability to effectively communicate with internal and external stakeholders. Main responsibilities:

- Manage administrative tasks related to customers and order processing, such as processing purchase orders and verifying their adherence to offers, ensuring accuracy and timeliness.
- Maintain and organize customer relationship management (CRM) data, ensuring it is up-to-date and accurate.
- Assist in auditing contracts received globally from sales staff to ensure all contract requirements are satisfied.
- Assist in negotiating customer and partner contracts, ensuring their compliance with company policies.
- Maintain organized records of all documents related to administration and sales.
- Work closely with the sales team, inventory management, and other departments to ensure smooth operations and resolve issues.
- 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 business administration or legal studies.
- 2 years of experience in a sales support role, preferably with a focus on contracts.
- Fluency in English and German.
- 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 365 Apps (Excel, Word, PowerPoint) and CRM software.
- Ability to prioritize tasks and work effectively in a fast-paced environment.
- Ability to work independently and collaboratively with cross-functional teams.

Additional Qualifications

- Knowledge of contract law and principles is a strong 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: **Admin and Sales Assistant**. **Please highlight in your CV your previous experience in contract management, if any.**

