

Contract and Tender Specialist

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 Discovery Unit and production site in Genova, Italy, and an operational unit in the US.

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

Job description

3Brain is looking for a full-time Contract and Tender Specialist for its Swiss office with experience in managing public/private sector contracts and tender processes. This is a mid-level position that requires a hands-on approach to contract negotiation and administrative coordination, ensuring our international sales to public research institutions and biotech clients are conducted in compliance with all legal and procedural requirements. The role includes negotiating with client-side administrative and legal teams, as well as handling internal administrative duties. Main responsibilities:

- Draft, review, and negotiate purchasing contracts and agreements with universities and biotech clients, aligning terms with company policies and legal requirements. Work closely with the client's administrative offices to reconcile differences and reach mutually acceptable terms and conditions.
- Coordinate the preparation and timely submission of tender proposals, ensuring all required documentation is completed accurately and meets the tender specifications and deadlines.
- Draft, review and coordinate other kinds of contracts with partners, suppliers and other entities having business relationship with the company.

- Liaise with internal departments to gather all necessary information and approvals for tenders and contracts. Ensure that our proposals and contract terms are feasible for the company and compliant with any constraints by collaborating with relevant team members.
- Maintain organised records of all contract and tender documents and correspondence. Track contract milestones and obligations (such as delivery schedules, payment terms, and renewal dates) to ensure both the company and the customer meet their commitments and no deadlines are missed. Provide regular status updates to management and proactively address any compliance issues that arise during contract execution.
- Assisting with order processing tasks and coordinating with internal teams to ensure accurate and timely fulfilment of customer orders.
- Preparing and managing import/export documentation for international shipments (e.g., certificates of origin) and other regulatory paperwork required by customs authorities worldwide.
- Providing support with any other administrative duties as needed, contributing to the smooth operation of the office and supporting colleagues across departments.

Required Qualifications

- University degree in Business Administration, Law, Public Administration, or another relevant field.
- Minimum 2 years of proven experience in contract administration, contract management or tender coordination, ideally in an international setting or dealing with public sector clients. Experience within a research, academic, or biotech environment is a plus.
- A high level of proficiency in both written and spoken English is essential, along with a strong command of at least one additional language from German, French, Italian, or Spanish.
- Good basic understanding of contract law principles and legal terms and familiarity with public procurement regulations and tendering procedures. Ability to interpret and ensure compliance with tender guidelines and contract clauses.
- Outstanding negotiation and stakeholder management skills, enabling you to represent the company confidently in discussions with customers' administrative and legal personnel.
- Strong written communication skills for drafting clear contracts and official correspondence.
- Demonstrated ability to stay organised and detail-oriented when handling complex documents and multiple deadlines. You should be adept at prioritising tasks and tracking progress without losing accuracy.



- A flexible, problem-solving mindset with the ability to adapt to changing requirements.
- Proficient in Microsoft Office (Word, Excel, PowerPoint), familiarity with CRM and comfortable using online platforms and software tools for tender submissions and contract management.
- Must have a valid EU or Swiss work permit and the right to work in Switzerland.

Additional Qualifications

- Prior experience or exposure in the life sciences sector, especially working with universities, hospitals, or biotech companies.
- Professional certifications or training in contracts management or procurement are a plus, as is any legal training or background that enhances your contract drafting/negotiation capabilities
- Proficiency in more than two languages from English (mandatory), German, French, Italian and Spanish.
- Experience working across different cultures or time zones 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 short motivation letter to hr@3brain.com, subject: [Contract and Tender Specialist](#).

