

Office Manager (50%, On-Site)

Immediately or by agreement.

We are a pioneering and rapidly growing MedTech company based in Bern, Switzerland, transforming robotic surgery by developing the next generation of spine surgical robots. As our Office Manager, you will play a key role in ensuring the smooth operation of our office and supporting the leadership team. You'll have the chance to take on a variety of tasks, work closely with a passionate and innovative team, and contribute to our continued growth. If you thrive in a fast-paced environment and enjoy working across multiple areas, this is the perfect opportunity for you!

Key Responsibilities:

- **Office Management:** Ensure the smooth day-to-day running of the office, including supplies management, and general office upkeep.
- **Administrative Support:** Assist management with scheduling, email correspondence, and meeting preparation.
- **Project Management:** Assist with project planning and execution, task tracking, and ensuring deadlines are met.
- **Internal Communication:** Manage email correspondence and support internal communications.
- **Event Planning:** Organize internal and external events, including team meetings, workshops, and company gatherings.
- **Travel Coordination:** Manage travel and accommodation bookings for staff.

Your Profile:

- **Experience:** Several years of experience in a similar role (Office Management, Administration, Business Support), preferably in a fast-paced, startup environment.
- **Organizational Skills:** Strong organizational skills with the ability to multitask and work in a structured manner.
- **Communication Skills:** Excellent verbal and written communication skills in both German and English.
- **Independence:** Proactive and self-reliant, able to manage tasks and priorities autonomously.
- **Technical Proficiency:** Proficient with MS Office.
- **Flexibility:** Willingness to work in a dynamic startup environment with evolving priorities.

Join LEM:

Contribute to pioneering next-gen surgical robots within LEM's diverse, innovation-driven team. Be part of a rapidly expanding high-tech MedTech leader where your daily contributions leave a lasting footprint and make a significant impact on the industry. At LEM, you'll enjoy a high degree of autonomy, independence, and flexibility, giving you the freedom to shape your role and truly influence the future of robotic surgery. If you're passionate about making a meaningful impact, we'd love to hear from you!

Send your CV to: careers@lemsurgical.com