



Your responsibility

- Customer Support: Be the friendly voice on the phone, assisting customers and handling inquiries
- Incoming Mails/Emails: Triage and process general mail/email inquiries efficiently
- Meeting Coordination: Keep our meeting rooms and visitor lobby in top shape
- Company Car Bookings: Manage bookings for our company vehicles
- Reports: Prepare reports for the Management team to keep us on track
- Board Meeting Organization: Arrange all aspects of board meetings, from hotels to catering
- Visitor Management: Ensure a smooth experience for our visitors, from notifications to a lovely welcome
- Travel Arrangements: Organize business trips, including flights and hotel reservations
- General administrative tasks: Handle a variety of duties, ensuring smooth and efficient day-to-day operations
- Cross-Department Support: Assist various departments like Management, HR, Finance, Sales, etc.

Your qualifications

- Commercial Educational Background or experience in a comparable qualification
- Proficient in German and very good English skills (both written and spoken)
- Comfortable using Microsoft Office programs
- Customer-oriented
- Polite and professional
- Reliable and committed
- Open personality

We offer

- Fair compensation through salary tables and profit sharing
- Financial support for further education as well as internal development opportunities
- Team spirit and fun at work are important to us, which is why we have a culture of informal address
- Various employee events as well as a wide range of health promotion activities
- Ideas and initiative are encouraged (suggestion scheme with financial rewards)

Contact

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We only consider direct applications.