
Interested in joining a team that builds the future?

Office Manager 60%-100%

Do you enjoy it if people around you can reach their full potential because of you? Join our team of top-notch engineers which are building the camera chips and software that will soon end up in millions of devices. Help us to stay on top of things and keep the engine going.

Insightness is a Sony Semiconductor Solutions company and former spin-off of the University of Zurich and the Swiss Federal Institute of Technology (ETH Zurich). We develop vision sensors, camera systems and computer vision algorithms based on our novel, event-based "Silicon Eye" technology.

Sony is the world market leader in image sensors and it is very likely that you knowingly or unknowingly take your photos already with a Sony image sensor. Sony is now using its technological advantage to conquer new fields and if you join us, you are on the forefront of these activities.

As our team keeps growing, there is an increasing number of tasks that need to be taken care of. As office manager you will support our team of engineers in Zurich in their daily activities. You will be the backbone of this team of young and driven engineers.

Job Description

- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Support the team in organizing meetings, appointments and travels
- Organize office operations and procedures
- Coordinate employment matters with HR
- Coordinate with the IT department if needed
- Scan invoices and coordinate with accounting
- Assist hiring and onboarding of new team members
- Organize social activities and shape our culture
- Maintain homepage & social media
- Maintain the inventories
- Organize and check our security policies
- Potentially: help with supply and assembly

Requirements

- Excellent communication skills
- Fluency in English and MS Office
- Good in German and accounting
- Reliable and highly motivated team player
- Swiss Work Permit, knowledge of Swiss accounting, trade and HR policies
- Preferable: Japanese, IT background, electronics background

Benefits

- Become an integral part of a growing, highly motivated and skilled team where you can have a major impact
- Gain insights into the exciting world of cutting-edge technologies as part of the world leader in image sensors and work with its world-class customers
- Experience the spirit of a startup with the safety of a corporate
- Become a close partner to the management and carry key responsibilities
- A flexible work environment

Application

Submit your Cover letter, CV and Transcripts to our email address to apply for this position. Starting date: As soon as possible.

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