



Microencapsulation with Swiss precision

Microcaps is an energetic Startup founded in March 2019, based in Zürich. Our unique technology allows us to produce highly precise microcapsules at production rates that are 1000 times higher than the comparable state of the art processes. We are a young and highly dynamic team, striving to bring our technology to a widespread market. Join us on our journey to bring precision to the world of microencapsulation.

To strengthen our team in Zürich-Schlieren we are recruiting a:

Team Assistant, 60%-100%

Moving out of the protected environment of ETH Zürich into our own facilities raises multiple exciting new challenges for our entire team. From supplying laboratories with consumables and chemicals to postal service organization, everything is new to us. Administrating invoices and receipts, maintaining a healthy and inspiring work place while keeping productivity high. As a dynamic and fast-growing team, we need to ensure that we keep situational awareness and channel our energy in the right direction.

Your role:

- You will work closely with the COO and other team members while ensuring daily operations in the office as well as the laboratories.
- You will ensure the laboratories and office supplies as well as postal service and sample shipping.
- You will be responsible for daily administration tasks as well as basic accounting such as invoice handling.
- You will be in charge of basic Human Resources tasks as well as scheduling meetings and organizing trips and team events.

Our requirements:

- You have a solution-oriented attitude, hold at least a finished commercial apprenticeship degree (or similar) and are proficient in MS Office.
- You are willing to tackle new challenges without hesitation and have a track record in administration and accounting tasks (accounting degree is a plus).
- You are a natural communicator and are able to understand the needs of a dynamic team with ease.
- You are a pragmatic problem solver and are able to quickly discover and resolve potential conflicts.
- Work permit in Switzerland required, fluent in English and German.

www.microcaps.ch

Apply by filling out the online form:

<https://www.microcaps.ch/career/>