



# Administrative Assistant 50% (m/f)

Pie Aeronefs is looking for a meticulous Executive Administrative Assistant to join our team and help us create the next generation of aircraft. We are a small, dynamic team focused on the rapid development and construction of aircraft prototypes.

## Role and Responsibilities

Your primary role is to manage the day-to-day administrative tasks of the company. Your responsibilities are as follows:

- Handle and coordinate active calendars
- Schedule and confirm meetings
- Ensure file organization based on office protocol
- Provide administrative support to our CEO for all day-to-day task
- Maintain personnel records
- Entry of Accounts Payable from supplier invoices
- Invoicing of customers, follow-up of debtors
- Regular verification of cash receipts using the Bexio software
- Coordination of logistics
- Establish and monitor procedures for record-keeping
- Other tasks as required

## Qualifications

- Commercial degree or vocational education as a secretary, administrative assistant or commercial apprenticeship (CFC)/Bachelor with relevant professional experience
- Business fluency in French, English mandatory
- Strong interpersonal, customer service and communication skills
- Ability to multitask
- Proficient in LibreOffice suite & LaTeX

## **Contract Conditions**

Start : Immediate

Contract : 50% indefinite

Location : La Sarraz, Switzerland

Languages : English, French

*Please send your CV and a motivation letter to [info@pieaeronefs.ch](mailto:info@pieaeronefs.ch)*