

FINANCE, HR AND ADMINISTRATION ASSISTANT 80-100% (m/f)

(Job Reference Number: QSCH2016JB260)

Location: Switzerland, Zürich-Glattbrugg

Date: March 2017

Join the QualySense journey

QualySense, a young Swiss company, is reinventing the global soft commodity market by pioneering the proprietary QSorter® technology, a sophisticated high-speed single-kernel robot, which measures the compositional and physical quality of each grain and sorts it accordingly. The QSorter is the result of outstanding R&D in the field of sensing, mechatronics, biochemistry, data processing and life science along with world-known partners such as the United States Department of Agriculture, EMPA, Agroscope, and ETH. The QSorter analyzes grains at very high speed by means of Near Infrared spectroscopy and 2D/3D imaging. The company, founded in 2010, has been awarded a number of prestigious prizes. We commit to bringing excellence in nutrition, health and safety to people all over the world and we are looking for talents that can help us achieving our mission. (Video: <https://www.youtube.com/watch?v=OF8exqmm8>).

Challenge description

As a Finance, HR and Administration Associate you are responsible to provide support in finance, administration, HR and ensure efficient office operations. You will be interfacing with the company's external accountant, brokers, auditors, Swiss officials, as well as with experienced and motivated colleagues with a wide range of technical and business backgrounds. This position offers an excellent opportunity to prove your entrepreneurial skills, to be part of a successful startup and, most importantly, to work in a fun environment. You will report to the CFO.

Major tasks

- Support in financial statements preparation
- Financial controlling
- Assistance in budgeting, cash flow projections and reporting
- Payments execution
- Issuing invoices
- Coordination of monthly payroll
- Correspondence with authorities, such as tax office, social insurance offices and pension fund
- Support in investor and shareholders' relations
- HR administration (contracts, on/off boarding, insurances, permits, etc.)
- Administration of all business and legal documents, correspondence with Swiss administration bodies and institutions
- Team assistance - coordinate travel arrangements (flights / accommodation, events etc.)
- Team events and corporate meetings preparation
- Secretarial support and function as a receptionist
- Manage office and kitchen supplies
- Other duties as agreed

Your climbing kit

- Education: Commercial education (KV with Berufsmatur) or higher, training in accounting
- Experience: 2+ years relevant experience in accounting, controlling, finance, office and HR administration in Switzerland
- Technical skills: Excellent MS Word, Excel and Outlook skills, experience with ERP systems
- Soft skills:
- Excellent interpersonal and written/verbal communication skills, including conflict management, tact and diplomacy
 - Ability to interact with a wide variety of people in a positive, outgoing & effective manner verbally and in writing
 - Ability to focus on specific quantifiable goals and perform tasks independently
 - Developed analytical thinking
 - Attentive to details, responsible and taking initiatives

- Excellent time management and organizational skills
- Entrepreneurial, creative, innovative, organized, responsible, "get-it-done" attitude, and autonomous

Languages: Fluency in English and German
Permit: EU/EFTA citizens or valid Swiss working permit
Salary range: CHF 70'000-90'000 at 100% employment

How to join our team

1. Are you able to analyze problems and implement solutions?
2. Do challenges motivate you?
3. Are you a born entrepreneur?
4. Do you have passion and dedication to innovate the food world?
5. Are you a citizen of the world and enjoy being part of an international team?

If you have answered **YES** to all questions above, then you have high chances to be part of our team. Send your complete application in **PDF** format (including motivation letter, CV, copies of degrees, reference letters, and any relevant documents) or inquiries to olga.peters@qualysense.com mentioning the job reference number on top of this page. Application must be written in English. Incomplete applications will not be considered.



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