



Santhera Pharmaceuticals is a Swiss specialty pharmaceutical company focused on medical science and the development and commercialization of innovative pharmaceutical products for the treatment of rare neuromuscular diseases with high unmet medical need.

For further information, please visit the Company's website [www.santhera.com](http://www.santhera.com)

Come and join our team to contribute to providing treatment options for patients with rare diseases that have a severe impact on the lives of affected children and adults. You can make a difference as

**Office Manager (50-60%)**  
**Location: HQ Pratteln (CH)**

**Who you are**

We are looking for outgoing Office Manager with exceptional organizational skills, a positive attitude and a strong commitment to join our team.

**Scope of Work**

As an Office Manager you will maintaining smooth operations and aiming to optimize and ensure overall effectiveness of our office and daily business activities.

This role reports to the CEO-Assistant/Head Management Support and will also collaborate with management and the Santhera team across the organization.

**The core responsibilities are:**

- Handles phone calls and office inbox, visitors/badges, setting up of meetings, conferencing and catering, courier/deliveries with external vendors, monitor office-supplies inventory, purchases, maintenance and basic vendor relationship management
- Performs basic bookkeeping activities and update the accounting system
- Acts as the central point of contact for maintenance, shipping, supplies, and errands
- Supports company events planning and Annual Shareholder Meeting
- Assists with employee onboarding
- Provides support to the CEO Assistant
- Serves as deputy to the Assistant Coordinator (100%) during vacation/sickness only

**In a deputy role, responsibilities also include:**

- Provides support to senior management team as required
- Provides administrative support to management, ensuring seamless day-to-day operations
- Organizes and plans international business trips incl. sourcing and booking flights, arranging visas, booking hotels and transfers, handles reservations and provides on-site support, if required
- Supports teams logistically in events and congress planning, internally, and, upon request by responsible manager, on-site

## **Required Background and Experience:**

- Proven experience as an Office Manager-Coordinator/Team Assistant (3-5 years) in a similar role and at ease with interactions with various stakeholders; preferably a background in Pharma industry and multi-cultural environment
- Fluent verbal and written language skills in English and German are vital, any additional language is an advantage
- Excellent knowledge of MS Office, “back-office” and accounting software’s
- Advantage: Concur, Continua, KABA, Visio, Vistrax, SAP – Employee Success Factors, Canva
- Experience in customer service or stakeholder relations is a plus
- Knowledge of basic bookkeeping principles and office management systems and procedures

## **Required Competencies:**

- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- Adaptability to multicultural environment

For this position, the relevant working/residency permit or Swiss/EU-Citizenship is required.

If you are interested in a multicultural, challenging, and innovative working environment and your profile matches our requirements, we are looking forward to receiving your online application in English via email at [career@santhera.com](mailto:career@santhera.com)

## **Strictly no agencies**

Recruitment agencies are kindly invited to refrain from sending to Santhera unsolicited CVs.