

Basel Area Business & Innovation is the investment and innovation promotion agency dedicated to helping companies, institutions and startups find business success in the Basel Area. The organization targets and attracts companies to settle, supports founders of innovative ventures, and drives high growth initiatives in order to establish the region as the Swiss business and innovation hub of the future. The non-profit agency focuses on growing the area's cutting-edge industries life sciences, healthcare and production technologies and manages the Switzerland Innovation Park Basel Area, which houses the organization's accelerator programs. The agency serves the cantons of Basel-Landschaft, Basel-Stadt and Jura.

We are looking for an early career starter who is motivated and well organized to join our Shared Services team beginning by agreement as

Associate Manager Administration & Accounting 80-100%

In this role, you support the administrative and financial operations of Basel Area Business & Innovation and the Switzerland Innovation Park Basel Area.

Your tasks

- Manage and execute rental and service contracts for the Switzerland Innovation Park Basel Area and Basel Area Business & Innovation, including invoicing and related correspondence
- Prepare, manage, and file contracts and other administrative documents
- Maintain organized digital and physical filing systems
- Support the Manager Finance & Controlling with accounting, controlling, and reporting activities (e.g. accounts payable/receivable, expense reports, budget tracking, and financial reporting) for both entities
- Act as deputy for the front office (reception duties, handling calls and inquiries, welcoming visitors)
- Support the shared services team with general administrative and coordination tasks

Your profile

- Completed commercial education (KV EFZ or equivalent), ideally with further training in accounting (e.g. Sachbearbeiter/in Rechnungswesen)
- First work experience in administration, accounting, or controlling
- Good knowledge of MS Office, especially Excel; experience with accounting or ERP software is an advantage
- Reliable, precise, and well-organized working style
- Service-oriented mindset and good communication skills
- Business fluency in English and German; French is an advantage

Our offer

You work in a young international team with lots of opportunities to help co-design the organization's further development.

Please send your application to: jobs@baselarea.swiss