

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 seeking a motivated and flexible individual to join our Investment Promotion team in an administrative role on a part-time basis (two half days / 20%). This position is ideal for a working student or an administrative assistant looking for a reduced workload. The start date is immediate or by arrangement.

## **Administrative Support Investment Promotion (20%)**

In this role, you will provide administrative and project support to the Investment Promotion team, helping to drive the promotion of the Basel Area as an attractive business location.

### **Your tasks**

- Conduct desk research to gather market insights
- Maintain internal events calendar and CRM database
- Update and maintain PowerPoint presentations
- Organize and coordinate meetings
- Perform general administrative tasks to support the department

### **Your profile**

- Completed vocational training or enrolled in a business-related bachelor's or master's program, ideally combining studies with practical work experience
- Fluency in English and German
- Knowledge of MS Office and easy learner of new tools
- Proactive and communicative can-do attitude
- Well organized and mindful of deadlines
- Precise, reliable, and detail-oriented

### **Our offer**

Join a supportive and international team of experienced professionals, work in a modern office in a central location, and enjoy a friendly, collaborative atmosphere that makes coming to work enjoyable.

Please send your application to: [jobs@baselarea.swiss](mailto:jobs@baselarea.swiss)