

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. We target and attract companies to settle, support founders of innovative ventures, and drive high growth initiatives to establish the region as the Swiss business and innovation hub of the future. As a non-profit agency, we focus on growing the area's cutting-edge industries.

Effective immediately or by arrangement, we are looking for a hands-on and customer-oriented person to join our team as

Manager Operational Services 80-100%

In this role, you are responsible for creating a professional and welcoming work and event environment in the Switzerland Innovation Park Basel Area in Courroux (Jura).

Your responsibilities

- Welcoming of community members and general visitors
- Triage of incoming requests (e-mail, phone, walk-ins)
- Point of contact for infrastructural and general questions
- Administrative welcome for new community members (welcome documents, keys, badges, passwords, printer connection etc.)
- Administration of park-related software
- Order management for office materials
- Ensuring the professional appearance of the Innovation Park
- Organization of workshops in collaboration with the event management team
- Hands-on-support at workshops and for other in-house-events
- Point of contact for the infrastructure caretakers and local suppliers
- Interface and support with administrative tasks in collaboration with the shared services team
- Close collaboration with the Community Manager and deputizing during his/her absence and close collaboration with other internal teams, such as International Markets and Business Affairs, Innovation and Entrepreneurship as well as Marketing and Communications
- General organizational and administrative tasks

Your profile

- Commercial, hotel or similar degree
- At least 3 years of work experience in a similar customer-focused position
- Very strong customer and service orientation
- Hands-on, can-do attitude
- Friendly personality with strong communication skills

- Problem solving skills
- Strong organizational and planning skills
- Interested in business and innovation topics
- Fluent in French and English (German as an advantage)

Our offer

- Join a multicultural and supportive team of experienced professionals and industry experts
- Shape the future of our organization and make a meaningful contribution to our growth and success

Application

Please send your application documents to: jobs@baselarea.swiss.