

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.

We are looking for a motivated and flexible person to join our Innovation Space & Infrastructure team located in Switzerland Innovation Park in Allschwil, beginning in January 2025 or upon agreement as

## **Community and Operations Manager 100%**

In this role, you are responsible for building and cultivating the community at Innovation Park Basel Area in Allschwil.

### **Your responsibilities**

- Oversee community management and operational services for Innovation Park Basel Area Main Campus
- Act as the main contact for residents, ensuring satisfaction and addressing their needs
- Foster community engagement through events, networking, and resident support
- Collaborate with marketing to enhance community visibility and external communications
- Provide front office services and ensure the smooth operation of facilities, including maintenance and logistics
- Support business development by maintaining resident relations, managing contracts, and promoting the space
- Cooperate with the Manager of Laboratory and Facilities and other internal teams, such as International Markets and Business Affairs, Innovation and Entrepreneurship as well as Marketing and Communications regarding the implementation of sales strategies and acquisition
- Cooperate in the development of new sites and services

### **Your profile**

- At least 3 years of work experience in a similar position
- Degree in hospitality, business administration, communication, or similar
- Strong customer and service orientation with excellent communication skills
- Experience in operations management, community engagement, and event organization
- Ability to work independently while supporting broader team goals
- Proficiency in administrative and operational tasks with a hands-on, problem-solving attitude
- Autonomous, reliable and dynamic personality

- Fluent in German and English (French as 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](mailto:jobs@baselarea.swiss).