



Founded in 1944, BBR VT International Ltd is the Technical Headquarters and Business Development Centre for the BBR Network franchise. This leading international group of specialized contractors provides engineering systems for diverse structure types and delivers innovation and technical excellence in the field of post-tensioning and stay cables. As the largest franchise of its kind in the world, the BBR Network continuously strives to meet changing market requirements and in the last years has successfully grown both in terms of the number of territories covered, as well as post-tensioning and stay cable strand tonnage.

As of mid-March or by appointment, we are looking for an English and German-speaking

Administrative Assistant / Event Management (100%)

to strengthen our international team.

In this varied function you will be responsible for the following tasks

General Administration / Office Tasks

- Handling general office tasks, such as filing, generating reports and presentations, setting up for meetings, etc.
- Organization of logistics for office shipments, couriers, postage (incl. packing of materials)
- Mail collection and distribution
- Travel & accommodation management together with external consultant (booking flights, cars, hotels, restaurants, etc.).
- Time sheet controlling
- Staff & office credit card controlling
- Support HR activities such as job postings, reviewing incoming applications, arranging interviews, introduction of new staff, visa applications, work permits (incl. renewals), etc
- Monitor staff holiday and sick leave, ensure company policies are followed
- Monitor staff travel expenses, ensure company policies are followed
- Address and CRM database management
- Monitor, maintain and reorder office stationery supplies
- Front office reception support
- Answering, screening and redirecting calls; greet and assist visitors

Events Management

- In collaboration with the company management identify, evaluate and propose attractive locations for the company's annual global conference
- Organize the company's annual global conference and related individual events, accommodation, tours, transportation, meals, gala dinner
- Organize location and travel arrangements for the company's Board of Directors and company related meetings
- Support team to organize regional trainings (travel, shipments, support delegates, etc.)
- Support team to organize conferences, seminars and exhibitions (shipments, exhibition booth organization, etc.)
- Proactively approach and support guests/delegates of company events, anticipate the needs of others in order to ensure their seamless and positive experience
- Identify and negotiate with vendors/suppliers to achieve the most favorable terms
- Monitor expenses and control budget

Accounting / Bookkeeping

- Support Head of Finance and Controlling on accounting
- Focus on SAP booking of receivables, payables, reminders
- E-banking

Technical Headquarters and Business Development Centre of the BBR Network

BBR VT International Ltd | Ringstrasse 2 | 8603 Schwerzenbach - Zurich | Switzerland
Tel +41 44 806 80 60 | Fax +41 44 806 80 50 | www.bbrnetwork.com



Other duties

- Support marketing team with organizing giveaways, reference lists, project & photo databases, etc
- Support Supervisor to generate reports, transcribe minutes from meetings, create presentations, and conduct research

Your profile

- Professional certificate/degree in commercial/business administration and/or related field (e.g. "KV Abschluss")
- At least 5 years prior professional business administrative experience
- Knowledge or experience of general accounting/bookkeeping is a big advantage
- Proven events management experience is a plus
- Excellent written and spoken English; Good knowledge of German; Additional languages are an advantage
- Proficiency in MS Office
- Excellent reporting skills
- Strong planning, organizational and multitasking skills
- Problem-solving skills with solution orientation mind-set
- Great interpersonal and communication skills, customer-oriented and smart appearance
- Very reliable, strong work ethic
- Attention to detail and a high level of accuracy and confidentiality
- Courteous, well-mannered, collaborative team player
- Enjoy general administrative and office duties

We offer you

an interesting, challenging and varied work environment in an internationally operating company and the opportunity to actively participate in our team.

We are looking forward to your application!

contact us:

Name: Erika Bopp

Phone: 044 806 80 60

Please send your application by email to: ebopp@bbrnetwork.com