



Teamlead Admin / Leader of Assistant Team (f/m/d)

Job Description Summary

Today, Lonza is a global leader in life sciences operating across three continents. While we work in science, there's no magic formula to how we do it. Our greatest scientific solution is talented people working together, devising ideas that help businesses to help people. In exchange, we let our people own their careers. Their ideas, big and small, genuinely improve the world. And that's the kind of work we want to be part of.

The site in Visp is growing and for our recently launched unique biological manufacturing and development concept in [Visp, Switzerland](#), and our Head Biologics Operations Visp is looking for a Team Lead Admin to support him and the Biologics Operations Leadership Team in Visp. The successful candidate will provide general administrative assistance to the assigned team members and the whole department as needed. The incumbent will further lead a team of 2-4 Admin Assistants and ensures admin support provided by the overall Admin Team Biologics Visp.

The role requires leadership skills, flexibility, attention to detail as well as a good sense of discretion and confidentiality and candidates applying for the position ideally bring experience in a similar position.

Become part of this exciting opportunity and apply now!

Key responsibilities:

- Operational & functional lead of a team of 2-4 administrative assistants
- Full responsibility for day-to-day coordination, task supervision and individual performance evaluation and development for the entire team.
- Administrative support of Head Operations Biologics and Biologics Leadership Team
- Maintain calendars and diaries, provide presentations & meeting preparation notes, arranges business travel, organize events and track/process expenses, relevant invoices etc for the Biologics leadership team
- Coordinate various meetings with federal and communal political authorities
- Organize guest visits and welcome visitors to the department
- Manage Purchase Orders end to end (Create POs in SAP, track invoices and costs against the PO, extend where necessary or requesting additional POs if needed etc.)
- Act as the Timekeeper for Biologics Site Visp (Kronos)

Key requirements:

- Degree in business administration or equivalent education
- Several years of experience as an assistant at management level, preferably including 2-3 years of leadership skills gained in an international environment
- High level of integrity, adaptability, sense of anticipation and quality, attention to detail
- Strong drive to succeed, flexible and stress-resistant, able to stand the hectic pressure of a project-based activity
- Perfect oral and writing proficiency in German and English
- Proficient MS Office knowledge

Every day, Lonza's products and services have a positive impact on millions of people. For us, this is not only a great privilege, but also a great responsibility. How we achieve our business results is just as important as the achievements themselves. At Lonza, we respect and protect our people and our environment. Any success we achieve is no success at all if not achieved ethically.

People come to Lonza for the challenge and creativity of solving complex problems and developing new ideas in life sciences. In return, we offer the satisfaction that comes with improving lives all around the world. The satisfaction that comes with making a meaningful difference.