

We are looking for new teammates!

This is us

In 2020, VOI, BioMedtrix and KYON have joined forces and form a leading global veterinary orthopedic group Movora - that complement and strengthen each other. Collectively, we now serve more than 50 markets around the world.

Movora is a global company focused on the advancement of animal health. Rooted in veterinary orthopedics, Movora's foundation is built on three decades of advancements in animal mobility. The group utilizes legacy expertise to deliver a broad range of innovative products by bringing together key leaders in veterinary medical technology to deliver progressive solutions.

Movora embodies a philosophy of always caring. Anticipating consumer needs and offering reliable solutions, alongside education, provide our customers value beyond product. We are proudly forward thinking. We prioritize reinvention, individuality, and always making the next leap in innovation.

To strengthen our position in the veterinary orthopedics market and to accelerate the success of our fast-growing company, we are looking for a

Office & HR Assistant 50-70%

Your team

- You work in a small international and multicultural team and support the Executive Management as well as the HR Manager in all administrative and organizational matters
- Your workplace is based in our office in Zurich and you report to the Head Finance & Operations Europe

Your mission

- First point of contact for all office issues at the Zurich location, from ordering consumables and office materials, office design to other administrative tasks
- Filing of work equipment (global; incl. mobile phones, PCs etc.)
- Set up meetings & coordinate internal and external visits (booking rooms, scheduling calendar entries, setting up internal/external videoconferences as well as travel bookings)
- Manage the companies travel expenses
- Occupational health management and documentation
- Planning and organizing internal and external events and workshops, such as customer events
- Management of business trips, including booking, preparation and invoicing
- Close cooperation with other colleagues from other departments
- Support the HR Manager in all HR matters;
 - Absence management and update and maintain employee records and trackers
 - Coordinate employee training records as well as creation of training agreements where relevant
 - Interview coordination & administration
 - Payroll admin support, manage employee master data
 - Undertake projects, as requested
 - Organize the onboarding of new employees

Your skills and professional experience

- At least 2 years of professional experience in Office and HR management, team assistance or in a comparable position
- Minimum of a commercial degree
- Further training in HR is an advantage
- Strong organizational skills
- Outstanding social competence and communication skills
- Seek for new challenges and opportunities to learn, improve, and apply knowledge in daily tasks
- Very good knowledge of German and English
- Routine in the use of the entire MS Office package

We offer you

- A diverse field of activity in a dynamic SME with a refreshing spirit
- Flat structures and fast decision-making
- An international environment, a young team that appreciates open, cooperative exchanges and supports each other
- The opportunity to take responsibility, help shaping and implementing solutions
- Conditions of employment in line with the market and opportunities for further personal development
- A workplace in the city of Zurich with good public transport connections

We are looking forward to receiving your informative application including a motivation letter per email to patricia.kaelin@movora.com