

We are looking for new teammates! Do you love Pets! Come join us in our mission to improve animal health!

This is us

Movora is a global corporation dedicated to the advancement of animal healthcare through innovative veterinary orthopedic solutions, committed to mobility restoration and wellbeing enhancement of companion animals. With the inception of Movora through the consolidation of other industry leading veterinary MedTech brands in 2020, Movora proudly offers three decades of orthopedic expertise and serves over 50 markets globally.

Movora is a place where ambitious leaders work together to unleash the best veterinary outcomes. We foster close collaboration with all our stakeholders, cultivate a diverse and inclusive working environment that allows versatility, inspiration and entrepreneurial mindset growth to drive efficiency, to deliver passionate services and quality, and to pioneer cutting-edge product innovation.

To continue strengthening our foothold in the veterinary orthopedics market and to accommodate the fast-growing pace of our company, we are looking for a

Office & HR Assistant 60-80%

Your team

- Enjoy working in a dynamic international team who cares about people's well-being, personal development and growth
- You work in a small team and support and report to the Head Operations and Finance EMEA
- Your workplace is based in our office in Zurich

Your mission

- First point of contact for all office issues at the Zurich location, from ordering consumables and office materials, handling work equipment (incl. mobile phones, laptops etc.), office design to other administrative tasks
- Set up meetings & coordinate internal and external visits (booking rooms, scheduling calendar entries as well as arrange travel bookings)
- Planning and organizing internal and external events and workshops, such as customer events or management offsites
- Support local employee well-being initiative efforts
- Assist the HR Manager in various HR matters:
 - including organizing employee onboarding and offboarding
 - coordinating and administering interviews
 - managing employee master data
 - managing absences, updating and maintaining employee records and trackers
 - Support in apprentice administration and organization
 - Provide payroll administrative support
 - Undertake projects and other general office tasks as needed

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
- Flexibility to do Home Office
- Conditions of employment in line with the market and opportunities for further personal development
- Take part in several fun team events
- 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