

Operating Officer & Management Support

xorlab is an ETH Zurich Spin-Off company that develops solutions to defend against all types of cyber threats including sophisticated cyber attacks.

We are looking for a part/full-time employee

Tasks & responsibilities:

- Management support & various administrative tasks
- Financial planning, reporting & accounting incl. invoices & billing
- Payroll, insurance & tax handling
- Office operations
- Organization of events & fair visits
- Recruiting
- Text editing (english)

You have:

- MSc or BSc degree in Business Administration (or equivalent)
- Organizational skills
- A get things done attitude
- Structured approach at work
- Broad interest and passion for everything related to the operation of a business

What we offer:

- Early employee equity program
- Great environment to excel and develop your skills and personality
- Opportunity to build a great new company with us
- Flat organization and a lot of responsibility
- Open culture where you can express your ideas

jobs@xorlab.com

