



Microencapsulation with Swiss precision

Microcaps is an ETH Zurich spin-off founded in March 2019. Our unique technology allows us to produce highly precise and innovative microcapsules that empower materials to unlock new capabilities, all tailored to various markets from cosmetics to nutraceutical and pharma.

We are a young and highly dynamic team, striving to establish our technology within a widespread market. Join us on our journey to bring Swiss precision to the world of microencapsulation.

To strengthen our team in Zürich-Schlieren we are recruiting a:

Administrative Assistant/ HR, 80-100%

The main interest of our customers naturally lies in solving formulation and recipe challenges for their products. After successfully launching first products in cosmetics, Microcaps is striving to establish its solutions on the food and nutraceuticals market. As Administrative Assistant you will oversee the whole administration at Microcaps including financials, HR, Certification. And the goal should be to decrease the overall stress level at Microcaps.

Your mission:

- Keep the company's employee data in order and keep the various HR processes running
- Maintain a smooth-running office and lab space and implement new measures to keep the office as attractive as possible.
- Organize the various certification documents in an efficient manner.
- Support Microcaps in having well designed administrative processes.
- Organize fun team activities

What you bring:

- You have a solution-oriented attitude and hold at least a finished commercial apprenticeship degree (or similar).
- You are willing to tackle new challenges without hesitation and have a track record in administration and accounting tasks (accounting degree is a plus).
- You bring an entrepreneurial mindset, hands-on attitude, and are excited to work in a fast-growing team.
- You are a natural communicator and are able to understand the needs of a dynamic team with ease.
- You are a pragmatic problem solver and are able to quickly discover and resolve potential conflicts.
- Work permit in Switzerland required, fluent in English and German.

What Microcaps brings:

- A highly dynamic and ambitious team with an exciting and disruptive technology
- Attractive compensation with the possibility to participate in Microcaps' success
- Personal development within an exciting and emerging field.

Application: Please apply using the form on our Webpage's Career Site (www.microcaps.ch/career)