

Administrative Assistant

Company: Lymphatica Medtech SA
Location: On-site (presence required)
Reports to: CEO
Role Type: Part-time

About Lymphatica Medtech SA

Lymphatica Medtech is a fast-growing Swiss medtech startup on a mission to transform the treatment of lymphatic diseases.

We're building breakthrough implantable solutions that tackle real unmet clinical needs, combining engineering, research, and a strong patient-first mindset. Based in Switzerland and backed by international investors, we're entering a key growth phase and scaling our team.

Role Overview

We are looking for a highly organized and proactive **Administrative Assistant** with a strong focus on **accounting and financial administration and Human Resources tasks** to support our growing team.

The ideal candidate is detail-oriented, reliable, and comfortable in handling both administrative and financial tasks in a dynamic environment. This role is key to ensuring accurate financial tracking, smooth administrative operations, and effective coordination across teams.

You will work closely with management and external accountants, playing a central role in expense management, bookkeeping support, and financial organization.

Conditions

- Part-time position (50-60%) with flexible working hours
- Exposure to an international and innovative environment
- Start date: mid-July 2026

Tasks

As an Administrative Assistant, your responsibilities will include:

- Manage and maintain administrative documentation (HR files, contracts, insurance, compliance documents)
- Ensure timely and accurate processing and payment of invoices, in coordination with management
- Handle expense reports, reimbursements and invoice tracking
- Support bookkeeping activities and coordinate with external accountants
- Ensure proper cost classification and financial documentation
- Assist in the preparation of financial reports and basic analysis
- Support HR-related activities (Time sheets and Expenses reports)
- Organize business trips, meetings, and company events
- Coordinate shipments and logistics (e.g. suppliers, prototypes, materials)

Requirements

- Previous experience in administrative, accounting, or office management roles
- **Strong knowledge of accounting principles**
- **Hands-on experience with accounting tools, ideally Xero**
- Good understanding of expense management, invoicing, and financial processes
- Experience working with external accountants or fiduciaries is a strong plus
- Excellent communication skills in English and Italian (mandatory); French is a plus
- Proficiency in MS Office (especially Excel)
- Strong organizational skills, attention to detail, and ability to multitask
- Proactive mindset, autonomy, and problem-solving attitude

Benefits

- Work in a dynamic, international, and highly innovative environment
- Flexible working conditions and supportive team culture
- Opportunity to contribute directly to the growth of a pioneering medtech company

If interested in the position, send your resume to careers@lymphatica.ch.