

Business Operations & Administration Specialist

Geneva, Switzerland | 40-50% | Start: ASAP / by arrangement



Spin-off | ETH zürich

At MindMetrix, we are building the next generation of digital therapeutics for mental health care. By combining neuroscience with advanced digital tools, we aim to transform how mental disorders are detected, treated, and prevented. Having evolved from a consumer sports-based product, we are now entering the clinical space and building a team who wants to bring this vision into practice with us.

Job Description:

We are looking for a Business Operations & Administration professional to build and strengthen the operational foundation of our early-stage MedTech startup. You will work closely with the leadership team to take ownership of smooth day-to-day administrative operations, with a strong focus on finance, accounting, payroll, and HR-related topics. This role is ideal for someone who enjoys structured operational work and is curious about contributing to innovative business projects. As an early team member, you will take ownership of key administrative processes, help professionalize internal operations, and support the company as it scales.

Responsibilities:

- Day-to-day administrative operations, including accounting preparation, expense tracking, invoicing, and financial documentation.
- Coordinate with payroll processes and coordination with external partners (fiduciaries, accountants).
- Support HR-related topics such as contract administration, personnel records, and internal documentation.
- Implement and maintain structured internal processes, templates, and documentation across finance and operations.
- Contribute and take ownership to internal projects as the company grows, taking on increasing responsibility over time.

Requirements:

- 2-5+ years of hands-on experience in administrative roles, finance, accounting, HR, or operations.
- Familiar with financial planning, and forecasting, and strong Excel skills. Experience with FA&P tools is a plus.
- Solid understanding of Swiss administrative and HR processes, and ability to communicate professionally with external partners in French and English.
- Strong organizational skills and attention to detail. Proactive, reliable, and structured working style, as well as strong communication skills.
- Interest in startups, scaling, and learning how a young company operates end-to-end.
- A valid work permit for Switzerland is required

What we offer:

- Part-time position (40–50%), starting as soon as possible or as agreed.
- Flexible working hours and hybrid set-up, with on-site workdays in Geneva.
- Competitive salary CHF 75'000 – 90'000 (full-time equivalent), 5 weeks of vacation, and opportunity for long-term career advancement.
- A hands-on learning environment, the opportunity to grow with the company and gradually take on more responsibility.
- A collaborative, interdisciplinary team with backgrounds in neuroscience, tech, and business and an open, supportive culture that values ownership, reliability, and curiosity.

About MindMetrix

MindMetrix is a spin-off from ETH Zurich, where we developed a novel pupil-based neurofeedback method that enables users to actively regulate their brain's arousal level. Our first product, myflow, has been applied in elite sports, giving athletes immediate feedback on their mental state and helping them perform at their best. Building on this foundation, we are now expanding into the clinical field. From our new base in Geneva, we are working with leading experts in neuroscience to develop applications that support patients with anxiety and other mental health disorders. Our goal is to create accessible, science-based tools that make a difference in people's lives.

Application:

You are interested? Send us your CV and shortly explain what you'd expect from this opportunity at job@mindmetrix.ch. And keep it real. We want your story, not a flawless AI draft.

We look forward to hearing from you!

Geneva, 31.03.2026