

Erica Manser

Office Manager

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Overview

Erica Manser has served as Office Manager at Littler Switzerland AG since October 2025, providing essential support to the legal team in their demanding daily business. She acts as the central point of contact for all administrative processes and workflows, ensuring the office consistently operates with maximum efficiency.

Her key role encompasses direct support for the management team and the coordination of critical marketing activities. Her core competencies also include support for the finance department (with a strong focus on debt collection/dunning procedures) and the structured execution of all administrative operations.

Professional and Community Affiliations

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Education

Advanced Training in Marketing and Communication, Swiss Fashion Academy, 2025
Commercial Education EFZ/Federal VET Diploma, NSH – Handelsschule, 2018

Bar Admissions

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Languages

German

French

English

News, Analysis & Press

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Publications

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