

## Office Manager

Full-time or part-time (from 60%)

Start date negotiable

Littler Switzerland AG is an internationally focused boutique labor and employment law firm representing the wide-ranging needs of local and global employers. It is part of Littler, the world's largest labor and employment law firm with around 1900 lawyers (see [www.littler.com](http://www.littler.com)).

We have decades of experience in advising employers. We advise employers on labor and employment law issues, including work environment, M&A, restructurings, transactions, compensation arrangements, litigation and work permits.

We offer a great working location in Zurich, a collegial team and flexible working hours.

### Your tasks:

- Independent management of general office administration and secretarial tasks
- Scheduling and coordination of meetings and internal processes
- Handling correspondence (emails, letters, phone)
- Support and creation of content for our social media channels and our website
- Planning and organization of client events
- Planning and implementation of marketing initiatives and creation of marketing documents
- Involvement in internal projects and organizational tasks

### Your Profile:

- Completed commercial training or a similar qualification
- Professional experience in a similar role is an advantage (e.g. admin, assistant, marketing)
- Very good written and spoken German and English skills
- Independent, precise and proactive way of working
- Flexible, resilient and self-motivated
- Good communication and interpersonal skills
- Good IT skills and experience with graphics programs is an advantage
- Professional experience with social media and online tools is an advantage

Are you interested in a varied and responsible position?

Then send your complete electronic application documents to:

[ueli.sommer@littler.ch](mailto:ueli.sommer@littler.ch)