



PLATIT AG is a Swiss SME, active world-wide as a leading manufacturer of thin-film hard-coating equipment for tools and components. At our Headquarters in Selzach we develop innovative PVD/PE-CVD technology and high-tech coatings for tomorrow's applications. PLATIT is part of the family owned BCI Blösch Group with around 380 employees worldwide, who is a technology leader in several global markets.

To complete our team located in Selzach (SO), we are looking for a

Executive Assistant to CEO (w/m/d, 80-100%)

Your responsibilities & tasks:

- Reporting directly to the CEO, you take over responsibilities as qualified executive assistant in strategic projects and general administrative tasks related to the management of the company.
- Taking over the lead in managing back-office processes, including topics like contract management, patent management as well as corporate meetings and assemblies.
- Supporting the corporate teams at PLATIT Headquarters, i.e., HR, marketing, sales, and finance, in selected tasks and projects.

Your qualification:

- Bachelor's or master's degree in business studies, e.g., business administration, marketing and communications, or finance.
- First professional experience in either project management, HR, marketing, or finance.
- Fluent in English, additional languages, in particular German and French, beneficial.
- Flexible, hands-on personality with the ability to work independently and structured.
- International mindset, experienced working in international teams.

We offer:

- Company culture with extensive freedom to execute individual ideas and projects.
- Encouragement and support for further education.
- Attractive employment conditions, very good social security, and pension fund benefits.
- Interdisciplinary cooperation between global organizations and teams.
- Attractive workspace, good connection to public transport and free parking.

This position is suitable for graduates as well as professionals who look for a new challenge in a dynamic, technology-driven company. If you are interested in this position, please send your complete CV via email with the reference "**Executive Assistant to CEO**" to: recruiting@platit.com addressed to our HR Manager, Ms. Özlem Berkpınar.

PLATIT AG, Ms. Özlem Berkpınar, Human Resources, Eichholzstrasse 9, 2545 Selzach, Switzerland
E-Mail: recruiting@platit.com www.platit.com