

Lambda Health System is an ambitious health technology company revolutionizing physical rehabilitation. Our vision is to provide patients and therapists with the next generation of robotic solutions: the fastest therapy setup on market and a patient-targeted treatment, ensuring a high quality and intensity of treatment while lowering the overall cost. Our first product is a physical rehabilitation device for the lower limbs, intended for patients with a neurological, post-Covid, musculoskeletal or geriatric condition. It applies state-of-the-art guidelines but also unique and innovative therapies.

In order to continue our growth, we are looking to hire an:

## **Administrative Assistant** (Part Time: 40-60%)

We are looking for an individual with excellent organizational and administrative skills who wants to be actively involved in a start-up environment. In this role, you will be working in close collaboration with the 2 co-founders of the company and oversee the early operation of the company, including but not limited to the following activities:

### **Your activities :**

- ▶ Office Management: Efficiently manage day-to-day office operations.
- ▶ Accounting: Perform monthly accounting tasks, including bill payments, invoice issuance, and generating monthly financial reports.
- ▶ Human Resources: Support recruitment process, manage timesheets and salary payment.
- ▶ Export: Take care of administrative procedures related to international exports.
- ▶ Community management: Manage social medias and website posting and community.

### **Your qualifications**

- ▶ CFC employé de commerce or equivalent.
- ▶ 2-3 years prior experience in such a role.
- ▶ Accounting Experience is a plus.
- ▶ Language Skills: Proficient in French and English. German is a plus.
- ▶ Autonomous Worker: Capability to establish processes and work independently.

### **What we offer**

- ▶ A very exciting and stimulating work environment.
- ▶ A career in a rewarding field, helping thousands of patients around the world.
- ▶ A very diverse job with the possibility to develop many new skills.
- ▶ An opportunity to grow with the company and take over further responsibilities.
- ▶ Flexible working hours and days

If you want to join a motivated team and enjoy a stimulating multidisciplinary start-up environment to improve the quality of life of thousands of patients around the world, we will be pleased to receive your application form.

Contact us per e-mail: [yannick.charrotton@lhs-sa.ch](mailto:yannick.charrotton@lhs-sa.ch)