



Finance and Operations Assistant / Intern

(20-25% Employment, Flexible Days/Times, Fluent German + Strong English)

[Qnami](#) develops fundamental new technology using quantum mechanics. The control and measurement of the state of a single electron enables us to measure what could never be measured before. We call this quantum sensing and are enthusiastically developing this technique to improve people's lives and the world.

In 2019, Qnami launched a Quantum Microscope. We manufacture, assemble and test, then market and sell this solution, as well as Quantilever sensors that work with it, to customers around the world from our offices in Muttentz.

Qnami is a magnet for talent looking to join the quantum revolution at the pulse. Young, multicultural, open and skilled, we have a deep passion for our work. We are both business and scientific minded. Each of us offers their top unique skills plus an intense work ethic and enthusiastic spirit – because we believe in what we do. We value diversity, and we have created a flexible open team culture of mutual respect that supports employees' development and enables us to live healthy, well-balanced lives.

To support our operational growth we are seeking a fluent German-speaking part-time (20-25% with potential to grow over time)

Finance and Operations Assistant / Intern

In this position, your responsibilities will include:

- Processing invoices, making bank payments, uploading invoices to cloud accounting systems
- Scanning, processing and filing paper and electronic correspondence
- Interaction with local authorities regarding social insurances, family payments, work permits, and other employment-related topics
- Light bookkeeping and use of cloud accounting and document storage systems
- Shipping packages, and management of online accounts with major shippers (DHL, UPS, Fedex)
- Other administrative duties, as applicable

You are a detail-oriented person with good time and project management skills. You like to take initiative, you are stimulated by challenge and like to work with a diverse, multi-cultural team. Your qualifications include:

- Experience with Microsoft Office 365, Sharepoint, Teams, etc.
- Experience using cloud-based software, video conferencing, etc.



- Demonstrated attention to detail, particularly related to financials and communications
- Able to manage confidential information including financial, payroll and personal details
- Understanding of basic accounting, bookkeeping, Swiss employment rules, and Swiss tax rules is preferred
- Understanding of import-export rules and procedures is a plus
- Fluent in German, strong English skills; other languages a plus

The role and scope of responsibilities will start small (initially around 20-25%) but has the potential to grow over time, particularly in the area of bookkeeping and financial management. We are open to individuals returning to the work force after some time away, as well as Business students seeking 6+ month internships.

Pay will be based on experience. The role is based in our offices in Muttenz, Switzerland. After a training period, working remotely for some parts of the work is possible.

Qnami was founded in 2017 in Basel, at the cross-roads of Switzerland, Germany and France, and builds on the work of Professor Patrick Maletinsky from the University of Basel. We explore implementation and application of quantum nitrogen-vacancy (NV) color center in diamond for high-performance sensing devices.

Please send your application to jobs@qnami.ch.