



Finance and Admin Assistant

(100% Employment, Strong 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. 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 value diversity and have created a flexible open team culture of mutual respect that supports employees' development and enables all of us to live healthy, well-balanced lives.

To support our operational growth we are seeking an experienced, strong German- and English-speaking **Finance and Administrative Assistant (M/W/D) - 100 %**

In this position, your responsibilities will include:

- Supporting HR & Finance department with operational activities like recruiting, onboarding of the new employees, accounts payables, accounts receivables and others
- Supporting CEO and the strategic circle with the travel and meeting management
- Organization and coordination of the company's events
- Booking travels and hotels for our strategic circle
- Organizing client and internal meetings
- Answering telephone and taking messages
- Additional tasks ad hoc

Qnami offers you a great working environment and a chance to learn and grow:

- Play a role in a deep-tech quantum startup
- Be a part of a motivated and energetic startup team
- Enjoy comfortable, modern office space and the opportunity to connect with other entrepreneurs in one of Switzerland's premiere startup spaces
- 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:

- solid understanding of HR and Finance Operations
- at least a commercial qualification (KV-Abschluss)
- at least 5 years of experience in a similar assisting role
- Good written and spoken English skills
- A team spirit and willingness to experiment with self-management tools
- Strong german and english knowledge

You will have responsibilities and a direct contribution to the growth of Qnami and the emergence of a quantum industry 1.0. Your salary will be based on your experience. The role is based in Muttensz, Switzerland, which is within easy reach of Basel, a vibrant city steeped in a history of art, humanism and science. Please provide with your application, your CV and the motivation letter in English to jobs@qnami.ch. We are looking forward to meet you.