

# planetary

**Company:** Planetary SA

**Role:** *Executive Team Assistant*

**Location:** Geneva, Switzerland

**Start date:** May/ June 2022

**Terms:** 50%- 80% time

**Salary:** Competitive compensation and participation in an attractive employee stock option plan

**The Company:**

planetary is SCALING THE NEW PROTEIN EVOLUTION. We are a venture backed food-tech company with 12 FTE across 3 locations. By building industrial-scale bioprocessing capacity and IP globally we are enabling a sustainable shift in the food system from livestock to non-animal proteins. To support the development of our business, planetary is searching for an *Executive Assistant* to join with a 50% - 80% time commitment.

**The Position:**

- Execution of tasks relating to administrative support of the management team
- Preparation of presentations, pitch decks, multimedia content, business correspondence, corporate presentations, events, expenses, records, meeting minutes
- Office management including organization of corporate files both digitally and offline
- Management of social media and other marketing content
- Coordination of meetings, agendas, logistics, internal and external correspondence

**Qualifications and Experience:**

- Bachelor's degree
- Minimum 3 years of related experience
- **Ability to communicate in English, German and French desired**
- **Proficient in visual communication including slide design, editing, and creation**
- **Proficient in PowerPoint, Slides, InDesign, or similar**
- Proficient in Microsoft Office and Google suites
- Strong interpersonal and communication skills
- Ability to multitask efficiently and productively

Miracle maker - Chaos organizer - Fixer - Schedule guru - Mountain mover - Problem solver - Shock absorber - Achiever - Conjuror - Strategist - Conflict diffuser - Team maestro - Mood lifter - Cerberus - Truth teller - Nonsense debunker - Lie detector - Secret keeper - Strategist adviser - Confidence booster - Official timekeeper - Anticipator - Right arm and left arm - Hands-on - Zen master - Mastermind - Poker face professional - Sharp-witted

**Contact:** Please email your CV/ cover letter to: [HR@planetarygroup.ch](mailto:HR@planetarygroup.ch)

*Planetary is an equal opportunity employer actively recruiting for diversity. Through hiring, we aim to close the gender gap, create opinion plurality, fight age discrimination, foster cultural diversity and promote freedom of self-expression.*