



### **The Company**

STALICLA is an autism spectrum disorder (ASD) focused, data guided, drug development biotech company based in Geneva. Through an innovative algorithm-based platform (DEPI) STALICLA has been able to identify non-behavioral subgroups of patients with idiopathic ASD and corresponding first-in class treatment candidates, thus pioneering personalized medicines for ASD. The CEO and Management team's vision is to integrate and capitalize on current data to serve patients who live today.

STALICLA has put together a knowledgeable and highly engaged executive team, and a world class scientific committee to guide the development process of the drugs as well as the growth of the company. Furthermore, the company has signed collaborations with leading institutions in the field, which will provide significant platforms to enhance the clinical programs and accelerate the product development process. STALICLA is well financed and has sufficient funding to advance through initial clinical phases.

The company is seeking a candidate to fill the position of Personal Assistant to the CEO & Office Manager.

## **Personal Assistant to CEO & Office Manager**

*[\(Please apply only in English, as the role is for an English Speaker\)](#)*

**Title:** Personal Assistant to CEO & Office Manager

**Location:** Geneva

**Work Type:** Permanent

**Salary:** Depending on experience and profile

Candidates living in Switzerland or EU and able to relocate rapidly would be preferable.

### **The Role**

Functions and Responsibilities of the Employee:

- Provide operational support in all activities, including day to day management;
- Keep calendar updated and manage CEO agenda & travel organization and expenses receipts;
- Deal with incoming correspondence email & calls, independently, autonomously or according to instructions;

- Manage liaison with accountant & organize documentation to support quality and up-to-date company books;
- Develop expenses reports;
- Place/control Purchase Orders and process Invoices;
- Support in managing HR processes from recruitment to termination and support integration processes for new employees;
- Organize and maintain filing of contracts according to internal policies; and
- Liaise with different stakeholders to ensure efficient support to Stalicla CEO & team

## **The Person**

The right candidate will have experience working in a high paced environment as well as strong communication skills and ability to interact with people at different levels. They will be able to demonstrate the capacity to prioritize workload while being proactive and flexible. As a multi-tasker, they will be able to work to tight deadlines while maintaining an eye for detail and have confidence in dealing with senior management and decision making when required. The right candidate will be a strong team player and have excellent listening skills while being discreet and trustworthy. The candidate will be looking for solutions and anticipating the needs of the CEO and team at all times.

### **Language skills:**

Fluent in English (Mother tongue strongly preferred), proficient in French (an asset but not a necessity)

### **Personal attributes:**

The right candidate will be a confident self-starter and must have an 'all hands on deck' attitude. They must be prepared to go the extra mile when required while displaying an appetite and willingness to learn.

To submit your application please forward a covering letter, CV and references to:

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