

SWISS POLAR INSTITUTE

The Swiss Polar Institute (SPI) supports Swiss-based scientists in their research at the three poles of the Earth, the Arctic, Antarctic and remote regions in high altitudes. Activities range from project and logistics funding, the organisation of scientific programmes and expeditions, to health and safety courses and outreach activities with schools and cultural actors. The SPI is a private foundation supported by the Swiss Confederation.

The Swiss Polar Institute is looking to complete its small and dynamic team and to recruit an

Administrative Collaborator 60% - 80%

Location: Energypolis Campus, Sion

Entry date: 1st November 2024 or upon agreement

Duration: CDI (unlimited contract)

Working for a growing grant-making foundation supporting the polar and high-altitude science, the successful applicant will have the following tasks:

- General office management and administrative support for the operations of the Institute
- Organisation of visits, Board meetings and small events
- Support to the organisation of conferences and workshops
- Support to the SPI team and Director (including travel, visitors, meetings)
- Staff administration (e.g.: HR contracts, accreditations, management of holidays and absences, etc.)

Your profile:

- Full proficiency in both French and English mandatory (both written and spoken), German an asset
- Computer proficiency with a very good command of MS Office, Acrobat.
- Diplomatic skills and ability to interact with all levels of staff, guests, members
- Self-motivated, good sense of organisation and initiative, rigorous attention to detail
- Previous experience in administration or research/education an asset
- CFC of commerce or equivalent

What we offer:

- Working in a small team committed to supporting cutting-edge science in the fascinating, but fast changing polar environment
- The possibility to contribute to a growing institution with great team spirit
- A competitive salary package, pension fund scheme and possibility of partial home office
- New offices in Sion, Valais, within a vibrant science campus in the middle of rich outdoor opportunities

Should you be interested and match the profile, we very much look forward to hearing from you by 19 August 2024. Please send your full application (motivation letter, CV, diplomas, in a single pdf file) to secretariat@swisspolar.ch. Only complete application files will be considered.

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