



Headquartered in Ecublens near Lausanne, Synova is the pioneer of a revolutionary hybrid laser processing technology – Laser MicroJet®. Synova provides state-of-the-art high precision material processing in the semiconductor industry as well as for emerging applications in the electronics, MEMS, solar cell, flat panel display and medical industries.

To support Synova's exciting growth, we are looking for an

## Executive Assistant

In this position based in Ecublens you will:

- Provide full administrative services including organizing meetings, and planning schedule
- Prepare, design or edit executive presentations and reports
- Organise all business travel according to instructions given
- Ensure the daily mail dispatch and appropriate treatment
- Organise and maintain filing system
- Assist important visitors when required

For this position, we are looking for candidates with the following profile:

- Solid administrative background, preferably in an international environment
- Excellent organizational skills, ability to multi-task and manage priorities
- Proactive and capable to work with limited supervision
- Highly professional with strong inter-personal skills
- Able to maintain confidential information
- Computer literate (Word, Excel, PowerPoint)
- Fluent in French, English and German

Do you want to join our fast-growing, innovative and progressive company? If you feel that you have the qualities to make an effective contribution, please apply now:

### **SYNOVA SA**

#### **Innovative Laser Systems**

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