



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

## Administration Assistant – EMEA Sales Department

In this position you will:

- Preparation of quotes for partners and sales team
- Order Administration
- Customer base maintenance
- Samples management
- Customers visits and training organizations
- Handling of customers information requests

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

- Several years of experience in a similar position within an industrial technical environment
- Excellent MS office skills, including Excel
- Strong written and verbal communication skills in English, good French knowledge, German an asset
- Attention to details, meticulous and precise
- Able to work independently and to prioritise

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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