

People & Office Administrator (80-100%)

Fondation Botnar is a Swiss philanthropic foundation working to improve the health and wellbeing of young people living in cities around the world. Advocating for the inclusion of youth voices and the equitable use of AI and digital technology, we invest in and support innovative programs and research and bring together actors from across sectors to create dialogue and partnerships.

Our team of passionate experts is currently implementing a new systems strengthening strategy to contribute to the wellbeing of young people in cities, mainly in low and middle-income countries. The Management Office in Basel is responsible for the strategic guidance of projects and programs implemented with partners in selected countries. We are operating in an agile, purpose-driven, self-managed organisational culture.

Job Description

You work in the centre of Operations Management and look after personnel and administrative topics. You monitor absence and time management, are responsible for onboarding and offboarding and take care of standard HR tasks like dealing with social insurance or accident reports. You are also responsible for managing supplies and handling incoming telephone calls and correspondence. You are the contact person for the facility management), keep an interested eye on the premises' infrastructure and maintenance, and coordinate cleaning and repair services. In addition, you remain proactive in terms of tidiness and care of our office environment.

Qualifications & Experiences

- * Education as a qualified office administrator
- * Further training as an HR assistant
- * Professional experience in related office administration and HR functions
- * Confident handling of MS Office and MS Teams; Confluence & Jira an advantage
- * German as mother tongue, very good English skills
- * Strong organisational and problem-solving skills
- * Motivated to work closely and support team members with office and HR topics
- * Ability to communicate and work with a variety of different people
- * Solid personality with a positive attitude and a healthy work ethic

What we are looking for

- * Deep commitment to the Foundation's mission, values, and strategy
- * High level of personal and professional integrity and respect for others
- * Flexibility, sense of humour; emotional intelligence; capacity for self-reflection
- * Being energised by agile project management and solution-oriented approach
- * Conscientious and pragmatic approach to problem identification and resolution, capacity to negotiate priorities and seek creative solutions
- * Ability to work collaboratively and effectively with high performing colleagues in shared efforts, to listen and learn from diverse perspectives

Our offer

We are working at the forefront of innovations in human and social development and offer an environment where entrepreneurial thinking, innovation, collaboration and team spirit are highly valued.

Located in the centre of Basel, our staff has access to state-of-the-art facilities and flexible work arrangements; partial home office is required.

Application and selection process

Interested qualified candidates submit their application (CV and motivation letter) to Joker Personal AG, Basel.

Frau Cigdem Demiroglu

Kohlenberg 7

4051 Basel

061 227 87 92

Email: cigdem.demiroglu@jokerpersonal.ch

Candidates preferably have a valid work permit or can easily obtain a permit for Switzerland.