



Welcome to persona service GmbH!

We specialize in recruiting young professionals, ambitious assistants, as well as skilled and executive personnel. We support our clients with project and process assistance through temporary and/or permanent placement in the fields of office, technology and industry, IT and telecommunications, as well as healthcare. As an innovative HR service provider, we have more than 200 branches in Switzerland, Germany, and Spain, making us one of the most successful in the industry. Candidates and clients from a wide range of sectors have trusted us for more than 50 years.

Executive Assistant (a)

Your new employer

Our customer ranks first on the list of the world's most respected software manufacturers. With their solutions, anyone – from independent artists to international corporations – can create and deliver exceptional digital experiences.

Type of employment: temporary contract with option for permanent employment

Workplace: Basel

Salary: CHF 95.000

Start date: immediately

Your perspective

- You work in an inspiring and international environment
- A varied and diverse range of tasks
- Attractive employment conditions
- Modern and centrally located office spaces

Key Responsibilities

- Manage complex scheduling and calendar coordination for Sr. Director and Directors across multiple time zones
- Filter and handle internal/external commitment requests
- Coordinate special projects like offsites, team-building and all-staff meetings
- Assist with organizing company-wide engagement and social events and provide onsite support
- Oversee team activity budgets in collaboration with Business Operations Lead
- Support new hire onboarding, including equipment setup, first-week 1:1 scheduling and welcome gifts

- Collaborate with cross-functional admins to enhance leadership support and provide backup during absences
- Proactively resolve challenges and streamline processes for improved efficiency
- Showcase project management skills by balancing multiple workstreams and prioritizing effectively
- Maintain and update distribution lists and charts with attention to detail

Your talent

- Bachelor's degree in business administration, Communications or a related field
- At least 5 years of experience in this role, preferably in the IT- / tech industry
- Knowledge of procurement and administrative processes in corporate environments
- Proficiency with Microsoft Office, Slack and other relevant tools
- **Fluent in both German and English (written and spoken)**
- Comfortable working in a fast-paced, cross-functional environment
- Strong attention to detail and problem-solving mindset
- Strong organizational and communication skills
- Proven ability to manage multiple projects and priorities

Your contact

Claudia Schädlich is happy to answer any questions you may have. You can reach her at 061 277 46 00!

Your application

We assure you complete discretion! You can apply both online and via email!



Online Bewerbung