



We have developed a disruptive technology to produce Swiss-quality components with outstanding mechanical properties and a radically minimized environmental impact.

Our vision is to fight global warming and plastic pollution by upcycling organic waste streams into industrial performance materials.

Our mission is to establish the world's most environmentally friendly alternative to petroleum-based plastics.

We are currently looking for support in

Back Office & Administration (m/w/d) 80 -100%

You are passionate about sustainable solutions, you are excited to work on a revolutionary technology and you know how to run a business. You manage to track many moving targets at the same time and you also want to have an ecological impact with your organizational talent.

What you do

- You keep the overview and are the contact person for team and management
- You organize and coordinate the smooth running of all administrative tasks
- You look after existing customers, suppliers and partners, incl. administration
- You independently process orders, accounts payable and invoicing
- You oversee the order management and ensure the availability of materials
- You research and analyze business data, create reports and presentations
- You prepare internal and external meetings and keep meeting records

What you bring with you

- You have completed a commercial or business training
- You have professional experience in office management
- You are an organizational talent with a flair for numbers
- You work independently, efficiently and know how to prioritize
- You are fluent in German and English - other languages are an advantage.
- You are familiar with ERP software and have a sound knowledge of MS Office.
- You are interested in sustainability, technology, and material innovations

Your Team is young and heterogeneous and identifies strongly with the company values. It consists of experts from a wide range of disciplines from science, production engineering, design and business administration. All work together in close exchange on the development and standardization of new materials and their production for industrial use. The communication and decision-making paths are short and fast.

FluidSolids AG is a young Swiss company that has already won several awards and made international headlines for its sustainable and scalable material and technology development. Based in Zurich, we develop and execute projects for top-class international companies and brands. As a dynamic growing scale-up, we offer contemporary working conditions and development opportunities for entrepreneurial personalities.

Are you interested? Then send your application to: jobs@fluidsolids.com

We are looking forward to meeting you!