

| | | | |
|-----------------|--------------------------|----------------------|--------------|
| Position | Administrative assistant | Starting Date | ~ April 2026 |
| Duration | Permanent | Workload | 20-40% |
| Location | 1350-Orbe, CH | Gender | Any |

Job overview

The Countdown Company is seeking a highly organized and proactive Administrative Assistant to support the day-to-day management of its engineering office. This is a key role at the heart of the organization, offering broad exposure to both operational and strategic activities.

The Administrative Assistant will contribute to a wide range of business support functions, including human resources coordination, marketing and communications support, procurement, and sales administration. Acting as a trusted partner to management, the successful candidate will help ensure smooth operations and efficient internal processes.

Working environment

The Countdown Company is a SME of approximately 10 people, whose principal activity is an engineering office specializing in the development of tailored mechanical systems for the aerospace, watchmaking, and food industries.

We promote close collaboration between technical and non-technical functions, offering an engaging, hands-on, and non-corporate working environment. The administrative and management team works in direct interaction with engineers, suppliers, and external partners, contributing to a well-organized and efficient office.

Located in Orbe, Switzerland, the Company's facilities bring together offices and workshop in a single site, enabling proximity to teams and projects. This integrated setup encourages communication, responsiveness, and a strong sense of involvement in the Company's activities.

Find out more about The Countdown Company on our [website](#) and on [LinkedIn](#).

Application process

Contact us at info@tcdc.ch with a resume and motivation letter.

“Join us to tackle the industry's most complex challenges.”

Responsibilities

The candidate will support the administration and daily operations of the engineering office, covering a broad range of responsibilities, such as:

- Support day-to-day accounting activities, including invoicing, salary processing, VAT returns, and follow-up with clients and employees when required.
- Support human resources activities, particularly the management of job applications, onboarding coordination, and the monitoring of monthly timesheets.
- Track purchases and procurement activities, liaising with suppliers and supporting negotiations when appropriate.
- Maintain and update the Company's inventories, particularly for insurance coverage, asset tracking, and financial reporting purposes.
- Act as a point of contact with public authorities and external institutions, handling telephone communications and administrative procedures as required.
- Support sales activities by assisting with client relationship follow-up, scheduling, and participation in the quotation and offer preparation process.
- Coordinate logistics for employee business travel and on-site commissioning, as well as the shipment of goods and equipment.
- Contribute to marketing and communication activities, including social media content, internal communications, and the organization of corporate events.

NOTE: An option could also be to start with a small workload to support specific tasks, and then gradually increase both workload and responsibilities.

Basic qualification

- Proven experience in a similar administrative or office support role.
- Proficiency in French and English, German is a plus.

Preferred skills and experience

- Strong proficiency with MS Office tools (Word, Excel, Outlook).
- Experience with financial or accounting software; knowledge of Winbiz is an asset.
- Experience in marketing or communication activities, particularly social media management.
- High level of accuracy and attention to detail, with a strong commitment to delivering high-quality administrative support.
- Ability to work effectively in a collaborative team environment, supported by strong communication and interpersonal skills.
- Excellent organizational skills, with the ability to manage multiple tasks and priorities in parallel.
- Knowledge of Swiss employment law and administrative regulations is an advantage.
- Driving license (cat. B) recommended; cat. BE is a plus.