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Executive Assistant 100%

The Department of Clinical Research (DCR) is an academic center and umbrella organization supporting clinical researchers at the University of Bern and the University Hospitals consisting of strong Research Unit, the Clinical Trial Unit (CTU), the Clinical Investigation Unit (CIU), and two new subunits in 2024/5, a Medical Data Science Unit and a Gender Medicine Unit.

DCR is a diverse department that provides central organization for expertise, innovation, leadership, contemporary pedagogy, and centralized facilities for supporting clinical researchers. DCR offers clinical researchers full support from study design to study implementation. DCR works across multiple collaborations with the Medical Faculty of the University of Bern and the University Hospitals.

We are looking for an Executive Assistant starting November 1st or upon agreement.

Duties and responsibilities

Executive Assistant Responsibilities:

- Manage administrative processes and the Director's calendar.
- Prepare meeting documents (agendas, presentations, minutes) in English and German.
- Coordinate with meeting participants and maintain close contact with the Director.
- Organize travel and accommodation.
- Manage inboxes, correspondence, and archiving system in German and English.
- Meeting management and financial assistance for the Director
- Assist with research grants, publications, and administrative tasks.
- Participate in leave cover for other administrative staff

Event Management:

- Plan and manage events (small and large scale).
- Coordinate logistics, registrations, and stakeholders.
- Work with the communications officer to promote events.
- Organize travel and accommodation for speakers.
- Collaborate closely with the communication manager to ensure DCR events are well publicized.

Communications:

- Contribute to the DCR Annual Report and other publications.
- Reporting of DCR activity in liaison with Business Office



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Requirements

- Significant experience in the field of executive assistance and administration (preferably in the Swiss medical system)
- Demonstrated mature sense of responsibility and independence, with ability to initiate actions and innovations where appropriate
- Strongly service-oriented, excellent organizational skills and track record as a team-player
- Excellent communication skills in both German and English (written and oral)
- Comprehensive knowledge of standard MS Office applications, as well as skills in creating communication using publishing/media programs
- Careful and systematic approach to administrative tasks
- Ability to occasionally stay late for DCR events
- Ability to work full time in the DCR office (no home office available)

We offer

- An interesting and versatile role in a growing clinical trials unit, contributing to the successful development of the DCR.
- An international and dynamic environment with a motivated and diverse team, dedicated to high quality research.
- Further training opportunities and programs within the University and a wide range of sports activities through 'Uni Sport'
- Salary and comprehensive social benefits according to cantonal guidelines.

Are you interested? Then please send us your application to HR Administration (hr.dcr@unibe.ch) by September 30th, 2024, at the latest.

For any inquiries, please contact Prof. Eva Segelov, Director of the Department of Clinical Research (DCR), at (eva.segelov@unibe.ch; +41 79 804 00 89).