



## PA (m/w/d) to MD Switzerland/Project Coordinator (m/w/d) for EMEA President

### A great opportunity

**Renishaw AG** is the Swiss subsidiary of the global RENISHAW Group, which is a world leader within the industrial metrology, additive manufacturing (3D printing), and spectroscopy sectors. Over almost 50 years we have worked closely with our customers across multiple markets to solve complex engineering and science challenges. Together we make it possible to create the **products, materials** and **therapies** that shape our world today and will continue to define our world in the decades to come and touch billions of lives.

### We offer you:

- An exciting and varied role in an international environment (EMEA region is 21 countries)
- A culture that encourages open communication and innovative thinking
- Attractive social benefits
- Attractive remuneration according to your profile
- Permanent employment

**We are looking for YOU to join our highly motivated, international team, as soon as possible!**

[www.renishaw.ch/karriere](http://www.renishaw.ch/karriere)



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## Your responsibilities:

- Coordinating and organisation of diaries, agenda, trips and events
- Being our contact person (m/f/d) external and internal for Renishaw AG and the EMEA President
- Communication in German and English language:
  - Correspondence with customers and business partners
  - Internal and external communication
  - Group internal reporting
- Preparation and follow-up for meetings and events (including agendas and minutes)
- Actively participating in projects and presentations
- Actively working on the concept, presentation and implementation of projects and liaison with the respective stakeholders (internal and external), including colleagues at our UK headquarters and other worldwide offices
- Data analysis for decision-making and reporting
- Event planning and execution
- Participating in international exhibitions

## Your profile:

- Completed commercial training, preferably E-profile or study
- Complementary training (Master's Degree, MBA or similar) welcome
- Excellent proficiency in German and English (written and spoken)
- Demonstrated experience in a similar position as a personal assistant and/or project coordinator
- Skilled MS Office user
- Confident, flexible, used to work in a challenging environment
- Autonomous, self-motivated, and structured work style
- Team worker, problem-solving skills
- Resilient and highly flexible approach to work

## Summary:

We are looking for a creative person with very strong communication skills, who is highly organised, always demonstrates initiative, and who also enjoys an extremely versatile role...

**join Renishaw and help us deliver on our purpose - Transforming Tomorrow Together!**

Please send your application – only online - to [personal\\_CH@renishaw.com](mailto:personal_CH@renishaw.com)

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[www.renishaw.ch/karriere](http://www.renishaw.ch/karriere)



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