



For a job opening, Juvaplus is looking for a:

Personal Assistant to CEO

In Geneva (Champel)

Job description:

- Plan and organise meetings (schedule, handouts, attendees, catering).
- Interface with customers, Key Opinion Leaders, business partners.
- Maintain confidentiality, trust and support with CEO.
- Assist with the organisation of business trips.
- Prepare documents for review and presentation.
- Create and manage a network of contacts supporting Juvaplus' development,
- Ensure promotion of our technologies in major international events (congresses, exhibitions, ...), in social media...

Your profile:

- Excellent organisational skills.
- Strong sales and marketing understanding.
- You are fluent in English.
- You have 5-10 years' professional experience in international marketing.
- You are able to work independently and to multi task in a fast-paced environment.
- You are smart, proactive with developed social skills.
- An experience in aesthetic medicine would be highly valued,
- Occasional travel in Europe.

About Juvaplus:

Founded in 2011, at the cutting edge of innovation, Juvaplus designs and manufactures in Switzerland the most advanced electronic syringes for aesthetic and medical practices.

Interested

Please send your resume, a motivation letter and work certificates in English to jobs@juvaplus.com.