

CCRAFT SA

Rue Jaquet-Droz 1
2000 Neuchâtel, Switzerland
info@ccraft.com
+41 32 720 51 14



Job ID: ADM2501

Operations and Administrative Assistant (40-50%)

The company

CCRAFT is a fast-growing photonic chip foundry specialized in thin-film lithium niobate (TFLN) technology. We provide advanced fabrication and design services for applications in telecom, datacom, quantum, and sensing. Our mission is to combine technical excellence with strong communication and reliable operations, supporting our global customers and partners in bringing innovative optical systems to market.

The role

We are looking for a versatile, well-organized, and autonomous **Operations and Administrative Assistant** to support the daily operations of our startup. This part-time role (40–50%) is essential to ensuring smooth workflows, coordinating with accounting, HR, and suppliers, and helping establish efficient internal processes. You will work closely with the founders and play a key role in structuring our internal organization while providing hands-on support across administrative, financial, HR, and event-related activities.

Responsibilities

Administrative Management & Internal Coordination

- Set up and maintain internal administrative systems (filing, templates, shared drives, documentation).
- Manage office or workspace logistics (equipment, subscriptions, access, supplies).
- Help organize internal meetings and communication (agendas, minutes, follow-ups).
- Track administrative deadlines (contract renewals, licenses, insurance).

Financial & Accounting Support

- Prepare and follow up on customer invoices in coordination with the accounting firm.
- Collect and organize expense receipts and invoices for monthly bookkeeping.
- Handle supplier payments, reimbursements, and small purchases.
- Liaise with the external accountant for payroll and monthly or quarterly closings.

HR & Team Support

- Manage employee onboarding and offboarding (documents, accounts, equipment, basic HR admin).
- Maintain up-to-date staff records (contracts, absences, vacations).
- Coordinate with HR or payroll partners when applicable.
- Contribute to team life by helping organize internal events or gatherings.

Operations, Travel & Event Coordination

- Organize and book business trips (accommodation, transport, expense claims, etc.).
- Support the preparation and logistics of trade fairs or exhibitions (including booth and supplier coordination), company events and customer meetings.
- Manage relationships with external service providers (venues, travel agencies, catering, event partners).

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Continuous Improvement & Cross-Functional Projects

- Create or improve internal processes (onboarding, expenses, approvals, documentation).
- Introduce templates or light automations to simplify recurring tasks.
- Support one-off operational projects (events, partnerships, or system improvements).

Requirements

- Proven experience in administration, office management, or operations coordination.
- Excellent organizational skills and ability to manage multiple priorities simultaneously.
- Excellent in English and French (spoken and written); German is a big plus.
- Understanding of basic finance operations (invoicing, expense tracking, accounting).
- Familiarity with HR and administrative processes (onboarding, contracts, leave tracking).
- Experience organizing business travel and coordinating participation in trade fairs/events.
- Proficiency with productivity and collaboration tools (Google Workspace, Microsoft toolkits, Notion, Slack, etc.).
- Startup mindset: service-oriented, absolute discretion with sensitive data.
- Reliable, proactive, and self-driven — someone who anticipates rather than reacts.
- Enjoys working in fast-moving, flexible, and entrepreneurial environments.

Conditions & Benefits

- Permanent position, competitive salary, performance bonus.
- Based at CCRAFT's headquarter in Switzerland, with flexible hybrid scheme.
- Collaborative, low-hierarchy team, valuing initiative, transparency, and growth.
- Working in a high-potential startup with global impact and recognition.
- Professional development through training and career development plans.

How to apply

Send your application to careers@ccraft.com as a **single PDF file** (name: **Job-ID_YourName**) containing:

- 1-page cover letter outlining what you bring to CCRAFT, what CCRAFT brings to you, and what CCRAFT and you could bring to others.
- 2-page CV with focus on relevant experience.
- Contact details for 2 references.

Email subject: **Job-ID_YourName**

Your application should reach us no later than **November 20th**.

We will contact you shortly after the application deadline.