



Personal Assistant to the Founder & Business Support

We are seeking a highly organised, proactive Personal Assistant to provide dedicated support to the Founder and broader support to the executive team. The Founder will be your first priority, and you will support them day to day across a broad range of professional and personal activities. You will also help the wider executive team run smoothly by coordinating meetings, arranging travel and acting as a key point of contact for questions and requests.

Working closely with the Founder, the executive team and the wider organisation, the Personal Assistant will help manage communications, coordinate priorities and, importantly, translate the Founder's ideas and direction into clear, tangible actions and tasks.

The ideal candidate will have excellent communication and organisational skills, strong critical thinking, and the ability to bring structure and follow-through to a dynamic, fast-moving environment. They must also be able to balance competing requests while keeping the Founder's needs front and centre.

About us

ISFS SA is a research and development organisation dedicated to scientific discovery, technological advancement and education. Its foundation is built on the development of gravity control as a novel form of propulsion and on harnessing quantum vacuum energy as a sustainable power source.

Our R&D headquarters are currently being moved to Valais. The team's research and publications are driven by the unification of scientific disciplines and promote collaboration with the global academic community. ISFS's innovative approach is positioned to catalyse advancements in energy production and transportation, addressing the ecological challenges of our time with sustainable solutions.

Join our mission to make the world a better place!

Reporting to the Senior Executive Assistant, your key responsibilities will be:

Support to the Founder (primary focus)

- Provide comprehensive day-to-day professional and personal support to the Founder, helping manage priorities, commitments, follow-ups and daily requirements.
- Manage and respond to emails, messages, social media and other correspondence on the Founder's behalf.
- Capture ideas, discussions and verbal requests and translate them into structured, tangible tasks, action points and deliverables.
- Manage the Founder's calendar, meetings, appointments and scheduling, ensuring effective use of time and anticipating potential conflicts or requirements.
- Help the Founder prioritise and project-manage ongoing projects, milestones, deadlines and commitments.
- Coordinate the Founder's business and personal travel, including transportation, accommodation, itineraries, reservations and related arrangements.
- Assist with practical day-to-day requirements, including purchases, shopping, collecting or delivering items, sourcing products or services, arranging repairs, dealing with service providers and running other errands.
- Be available to assist with ad hoc requests of both a professional and personal nature as they arise.

Support to the Executive Team

- Schedule and coordinate meetings for members of the executive team, including managing diaries, booking rooms, circulating agendas and sending invitations.
- Arrange business travel for the executive team, including transportation, accommodation, itineraries and reservations.
- Act as a point of contact for questions and requests from the executive team, staff and external contacts, directing enquiries to the right people and following up as needed.
- Prepare meeting notes, summaries, correspondence, presentations and other documents for the Founder and executive team as required.
- Organise and attend meetings, events and other professional arrangements.

Coordination and Administration

- Work closely with the Senior Executive Assistant and wider team to coordinate requests, information, meetings and actions.
- Manage and track projects and actions, following up with relevant team members to ensure agreed tasks are progressed and completed.
- Assist with budget approvals and payments for technical teams.
- Act as an effective and professional liaison between the Founder, the executive team and internal and external stakeholders, including employees, advisors, academia, suppliers, service providers and personal contacts.
- Handle sensitive, confidential and personal information with the highest level of discretion and judgement.
- Anticipate requirements, identify potential issues and proactively propose practical solutions.
- Undertake other reasonable duties in support of the Founder and executive team; the scope of the role is not limited to the activities listed above.

Personal Attributes

The successful candidate will be proactive, resourceful, highly organised and dependable. They will enjoy bringing structure to ideas, connecting people and information, and ensuring that conversations and decisions translate into concrete outcomes.

This role requires someone who can understand the Founder's priorities and working style, anticipate what needs to happen next, and ensure that important actions do not get lost in the day-to-day pace of the organisation. They will also be comfortable supporting several senior people at once, judging priorities sensibly and keeping everyone informed.

Skills and Background

- Full fluency in French and English is essential.
- Knowledge of the Microsoft 365 suite (Outlook, Excel, Word, PowerPoint).
- Excellent verbal and written communication skills and the ability to deal with people at all levels across a multicultural environment.
- Sound judgement and the ability to maintain and respect confidentiality.
- Proactive, with the capacity to work autonomously and as a team player.
- Able to juggle several tasks and stakeholders at once, prioritise effectively and manage your own time in a fast-paced, ever-changing environment.
- Willing to help with any task necessary, as this small and growing team must support one another.
- Flexible and eager to learn new skills.
- Methodical and organised, with excellent attention to detail.
- Mission-driven and eager to create a positive impact in the world.
- Driving licence mandatory.
- Ideally with experience in high paced start up organisation or open to such.
- Eligibility to work in Switzerland or the EU/EEA

To apply

If you would like to join us, we invite you to send us your CV a brief motivational introduction and your salary expectations to: careers@spacefed.com