

## Job Offer: Executive Assistant & Client Relations Coordinator (100%)

- Please apply before March 13, 2025 -

### About Us

We are Neur.on, a fast-growing LegalTech startup at the forefront of artificial intelligence and natural language processing, specializing in legal and financial translation. Our collaborative platform empowers clients to meet their translation needs with precision and innovation. Neur.on prides itself on the multidisciplinary nature of its team and the close interactions across various fields of expertise. We are a young, hard-working, and innovative team, constantly exploring new methods to enhance efficiency and accuracy.

As we continue to expand, we are looking to strengthen our team with a dynamic, flexible and committed Executive Assistant & Client Relations Coordinator.

### Job Description

As an Executive Assistant & Client Relations Coordinator, you will be pivotal in assisting our CEO, maintain clients' relationship and work closely with our suppliers, accounting team and Projects Managers.

### Main Tasks

#### Executive Assistance to the CEO

- Manage the CEO's calendar, schedule meetings, and coordinate appointments
- Assist in sorting and prioritizing emails, drafting responses, and replying on behalf of the CEO when necessary
- Arrange reservations for travel, restaurants, and other business-related activities
- Prepare materials for meetings and ensure the CEO is well-informed ahead of time

#### Client Relations & CRM

- Conduct product demonstrations for existing clients
- Serve as point of contact for clients regarding follow-ups and inquiries
- Keep track of prospects and maintain communication with both potential and existing clients
- Update and manage customer and prospect data in HubSpot
- Track interactions with clients and ensure CRM data is accurate and up-to-date
- Issue invoices to clients and ensure timely payments
- Follow up with clients on overdue payments and manage collection efforts

#### Financial Coordination & KPI Management

- Act as the liaison between the accounting team and company data
- Provide financial records and reports as needed
- Gather, track, and maintain key performance indicators (KPIs)

#### Supplier Management, ISO compliance & Administrative support

- Assist in maintaining ISO compliance by managing required documentation and processes
- Ensure all suppliers comply with company policies and standards
- Manage invoices for suppliers
- Handle various operational and administrative tasks as needed in a dynamic startup environment

### Required Education and Experience

- HES, HEC or University Degree (e.g. in law, commerce, economics, communications)
- Excellent time management and organizational skills to handle multiple tasks efficiently
- Stress resistance
- Ability to prioritize workload

- Strong attention to detail
- Strong customer service mindset when interacting with clients and suppliers or shareholders
- Experience using HubSpot or similar Customer Relationship Management (CRM) software is a plus
- Proficient with Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Proactive, resourceful, and adaptable in a fast-paced startup environment
- Comfortable handling a broad range of tasks beyond a standard job description
- Strong problem-solving skills and ability to work autonomously
- Excellent proficiency in English, French, and German
- Client focus and friendly demeanour
- Strong team spirit, eagerness to take initiative, and can-do attitude

### Why Join Us?

- Work closely with our CEO and gain a comprehensive understanding of the inner workings of a LegalTech startup
- A collaborative and dynamic work environment where your contributions matter
- A varied, interesting and challenging role
- Serve as a key contact for an international and diverse client and supplier base
- A pleasant working atmosphere in an innovative start-up, surrounded by a young, committed and hard-working team

The start date and salary will be negotiated with the candidate, taking into account their level of training and their experience.

### Location

This position requires presence at our office in Fribourg, Switzerland. While we offer flexibility in working hours and allow some remote work, **it cannot be fully remote**. We believe that in-person collaboration is essential for our innovative work and team dynamics.

### How to Apply

We look forward to receiving your application.

Please e-mail it to: [officemgmt@neur-on.ai](mailto:officemgmt@neur-on.ai)

*(attachments not exceeding 2MB)*

Neur.on

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