



Welcome to **NEURA Robotics**, the innovator of the robotics world. Our goal is to equip collaborative robots with groundbreaking cognitive capabilities to enable safe and intuitive collaboration with humans. Under the leadership of founder David Reger, we have spent the first years of **NEURA Robotics** laying the foundations for humans and robots to work hand in hand.

"We serve humanity" is not just a motto, but our mission. Become part of our ambitious, international company and shape the future of robotics with us.

Welcome to **NEURA Robotics** - where innovation meets team spirit.

Your mission & challenges

We are a newly spun-off tech team with around 25 employees and will soon be moving into our new 560 m² office in Zurich Seefeld.

To ensure smooth daily operations and create an inspiring work environment, we are looking for a dedicated and well-organized Office Manager (60-100%).

Your maintasks include:

- Ensure that our office is always tidy, welcoming, and functional
- Organize daily beverage and fruit supplies
- Plan and coordinate team events and small internal gatherings
- Support our developers with organizational matters

- Take responsibility for ordering and purchasing office supplies and consumables
- Organize business trips (flights, hotels, and train travel)
- Welcome and take care of guests
- Work closely with management and assist with administrative tasks

What we can look forward to

- Experience in a similar role (office management, administration, assistant, reception, etc.)
- Independent, structured, and reliable way of working
- Friendly, service-oriented attitude and enthusiasm for organization
- Proficient in MS Office / Google Workspace
- Excellent German and English skills (English required)
- Additional languages (e.g. French or Italian) are an advantage
- On-site presence required on all working days (preferably mornings)

What you can look forward to

- Become part of an agile company, actively shape topics and benefit from flat hierarchies in a highly motivated team
- Enjoy an attractive salary, flexible working hours and 30 days of vacation
- The freedom to contribute your own ideas and drive them forward
- Celebrate successes together with company events
- Take advantage of our corporate benefits program
- And even more fun with great colleagues

Apply

We are looking forward to meeting you and shaping the future of robotics together. Are you in?

Couldn't find a suitable position? Please send us an unsolicited application.

We are always looking for passionate tech enthusiasts to help us revolutionize the world of robotics!



NEURA
ROBOTICS