

Junior Event & Administration Manager

Location: Zurich, Switzerland

Employment Type: Part-time (60%)

Start Date: As soon as possible (Flexible)

ZuriMED Technologies AG, founded in 2015, emerged from the Laboratory for Orthopedic Biomechanics at ETH Zurich and the University of Zurich as a startup. Our innovative team has developed a mechanical augmentation system for rotator cuff repairs, which received FDA clearance in December 2024. ZuriMED's ultimate goal has always been to develop innovative technologies and products that have the potential to significantly improve surgeons' quality of treatment and ultimately patients' quality of life.

We are seeking a proactive and highly organized **Junior Event & Administration Manager** to support our commercial team. This role combines event coordination with key administrative duties to ensure smooth and efficient operations within a fast-paced MedTech environment.

Key responsibilities:

- Support planning of events, congresses, courses, and customer visits
- Coordinate ZuriMED's event attendance, including registration, logistics, and supplier communication
- Maintain internal documentation and assist with invoice and travel management
- Prepare event materials and shipping logistics
- Support general office and administrative tasks for the commercial and business development department
- Act as a communication link between marketing, sales, and external event organizers

Qualifications:

- Completed commercial apprenticeship or bachelor's degree in business, event management, or related field
- 1-2 years of relevant experience in event planning or office administration
- Excellent organizational and multitasking skills
- Ability to work independently
- Proficient in MS Office; familiarity with event software or CRMs is a plus

- Fluency in German and English is required

What we offer:

- Flexible working hours and hybrid work possibility
- Engaging work environment in a growing MedTech company
- Opportunity to take ownership and grow into a more senior role

Have we caught your attention? Join us and be a part of a team that's making a difference in the healthcare industry! We are looking forward to your application. Please send your resume and short cover letter to **Ronja.senn@zurimed.com** by **27.02.2026**.