



Since our foundation in 2017 MarryJane GmbH has become one of the leading CBD and hemp companies worldwide. Our products are recognized upon our clients for the high quality and biological CBD content. Shortly after our foundation we are increasing our production capacity with the opening of a new production location near Basel.

We are looking for:

Management Secretary

Applicants must fulfill the following criterias:

- Relevant experience in administrative tasks.
- Good knowledge of microsoft office skills.
- Studies completed with a diploma or degree.
- Excellent knowledge of English and German. Good knowledge of French. Knowledge of Spanish is a plus.

Additionally, applicants must fulfill the following key skills:

- Ability to work under pressure.
- Excellent communication, customer service and relationship-building skills.
- Teamworking skills in a small company.
- Organization and time management skills.
- Flexibility.
- Ability to be a proactive employee willing to suggest improvements and accept criticism.

Main responsibilities and duties include (among others):

- Answering calls, taking messages and handling correspondence.
- Managing databases.
- Contributes in the creation and implementation of quality and security standards.
- Implements new procedures and administrative systems.
- Coordinates the sales of local CH and EU shops.
- Logging or processing bills or expenses.
- Coordinate and support the sales with retail and wholesales clients.
- Supports the planning and execution of external events such as Expositions (Messe).
- Contributes to team effort by accomplishing related results as needed.

- Supports the process of personal selection.

We offer:

- Permanent contract for an initial period of 6 months with the possibility of a 2-year renovation period.
- Accommodation near the production location may be included.
- Salary to be agreed.

Candidates will work in Zwingen (postal code: 4222) /Switzerland.

This job announcement is directly from the company.

Please send your complete application documents (CV, education certificates, work references), including salary expectation and your earliest possible starting date in English to m.camila@marryjane.ch

Contact person
Camila Alvarez