### ****Job Title: Secretary (Administrative Assistant) – Google Zurich****

📍 **Location:** Zurich, Switzerland
📅 **Job Type:** Full-time

### ****About the Role****

Google Zurich is looking for a highly organized and proactive **Secretary (Administrative Assistant)** to support our dynamic team. As a key part of our office operations, you will help ensure smooth daily activities, assist executives, and provide administrative support across multiple departments. You’ll work in a fast-paced, innovative environment where no two days are the same!

### ****Key Responsibilities****

✅ **Executive Support** – Manage calendars, schedule meetings, and coordinate travel arrangements for executives and teams.
✅ **Communication Management** – Handle correspondence, emails, phone calls, and documentation with professionalism.
✅ **Office Coordination** – Organize team events, meetings, and conferences, ensuring all logistics are taken care of.
✅ **Document Handling** – Prepare reports, presentations, and meeting minutes while maintaining confidentiality.
✅ **Data & File Management** – Maintain organized digital and physical records for efficient access and retrieval.
✅ **Visitor & Vendor Liaison** – Welcome guests, coordinate with vendors, and manage office supplies.
✅ **Project Assistance** – Support internal projects, conduct research, and ensure deadlines are met.

### ****What We’re Looking For****

🔹 **Experience:** 2+ years in an administrative, secretarial, or office management role.
🔹 **Education:** Bachelor’s degree or equivalent experience in business administration, office management, or related fields.
🔹 **Technical Skills:** Proficiency in Google Workspace (Docs, Sheets, Slides, Calendar, Meet) and MS Office.
🔹 **Languages:** Fluent in English; German or French is a plus.
🔹 **Soft Skills:** Exceptional organization, time management, communication, and multitasking abilities.
🔹 **Attention to Detail:** Ability to handle sensitive information with discretion and accuracy.

### ****Why Join Google Zurich?****

🌍 Work at one of Google's most innovative European offices.
💡 Be part of a collaborative and cutting-edge work environment.
🚀 Enjoy career growth opportunities and continuous learning.
🏡 Hybrid work flexibility with modern, inspiring office spaces.
🎉 Amazing perks: Free meals, wellness programs, and tech-driven office culture.

### ****How to Apply?****

Interested candidates should submit their application via Google’s careers page. Include your **CV and a short cover letter** explaining why you’re the perfect fit for this role.

Join us in making an impact at **Google Zurich!** 🚀✨