



**Committed and with passion for precision we create digital reality solutions combining sensor, software, and autonomous technologies to empower a sustainable future.**

As **Executive Assistant** you will support the President by managing their calendar, priorities, and communications for efficient decision-making, while handling administrative tasks like approvals, purchasing, and expense reports. Additionally, you'll build relationships with key executives and manage office operations, including offsites, meetings, and supplies.

Join our newly established team and contribute to shaping the future of autonomous mobile robots, driving innovation and advancing the goals of the Robotics Hub.

## Executive Assistant (f/m/d)

Zürich  100%

### This appeals to you

- **Executive Support:** Serve as a strategic partner to the President, managing their calendar (priorities, clear agendas), priorities and time management, and communications to ensure efficient decision-making and execution
- **Administrative Operations:** Manage a variety of administrative tasks efficiently, including approvals, purchasing, and expense reports
- **Stakeholder Management:** Build good reports with other key executive assistants in the company and with strategic partners
- **Office Management:** Support the group across a variety of tasks including offsites, large meetings, access control, key office supplies, and floor plan management

### This is you

- 10+ years of experience as an Executive Assistant
- Highly organized and detail-oriented, with the ability to manage multiple tasks and priorities effectively
- Excellent communication skills, both written and verbal, with experience interacting with senior executives
- Tech-savvy, proficient in office software (e.g., Microsoft Office, Google Workspace) and project management tools
- Discreet and trustworthy, with experience handling confidential information and supporting executive-level leaders
- Adaptable and resourceful, able to thrive in a fast-paced environment and solve problems as they arise

## We offer you

- Flexible annual working hours based on a 40-hour week, with 100% employment
- Vacation entitlement: 25 days from the age of 20, 27 days from the age of 40 and 30 days from the age of 50
- Hybrid Working model
- Generous bonus system and extra-mandatory pension fund contributions
- Individual training opportunities (internal and external)
- Relocation service
- Various Discounts (Health, Car, Entertainment and much more)
- Employee Events
- Flat hierarchy structure
- Warm and international corporate culture based on respect and cooperation

## About Us

Hexagon is a leading provider of digital reality solutions and employs more than 24,000 people in 50 countries. You will be part of a strong, experienced, inspiring and motivated team of experts driving the future of Hexagon. You will use and develop your skills in our highly innovative and diverse environment. Flexible working models allow you to ideally combine work and private interests.

## Contact

If you have any questions, please do not hesitate to contact [David Rank](#), Talent Acquisition Specialist.

**Please send your application documents in English.**

[APPLY NOW](#)

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**HEXAGON**