



Motivation	★	★	★	★	★
Team spirit	★	★	★	★	★
Egoism	★	★	★	★	★

Hexagon Mining, Inc. is a global leader in integrated digital solutions, uniting design, planning, and operations to build a safer and more productive future for the mining industry. We pride ourselves on fostering an innovative culture where cutting-edge technology meets real-world application to solve the complex challenges of our clients worldwide.

We are seeking a proactive and highly organized Office Administration & Executive Assistant to support our Zug office operations while also providing dedicated executive assistance to the SVP of Engineering. This hybrid role is central to ensuring smooth day-to-day office functioning and effective executive support in a fast-paced, international environment.

The position combines local office administration responsibilities with remote executive assistant duties, requiring strong organizational skills, discretion, and excellent communication.

Office Admin Assistant (f/m/d)

Zug  40-60%

This appeals to you

- Organize and manage team events, including evaluating venues, calculating costs, and negotiating terms with vendors to ensure successful company gatherings.
- Oversee office administration tasks such as coordinating maintenance and cleaning services, managing incoming and outgoing mail, decorating office spaces, ordering office supplies, and handling invoices.
- Order and manage food and coffee supplies to support employee satisfaction and workplace hospitality.
- Coordinate and process IT orders and services in close collaboration with the IT department in Heerbrugg and Zurich, ensuring smooth operations and setup of technology resources.
- Work with our IT department to update and maintain

This is you

- Proficiency in Microsoft Office Suite, especially Word, Excel, and Outlook.
- Commercial apprenticeship or equivalent.
- Strong verbal and written communication skills in English and German with a professional demeanor.
- Advanced experience with Outlook calendaring.
- Significant experience with travel planning, including air travel, lodging, ground transportation.
- Exceptional organizational abilities and capacity to multitask in a fast-paced environment.
- Proactive, customer-service-oriented attitude and a keen eye for detail.

Nice-to-Haves:

- Previous experience in receptionist or customer-facing administrative roles.

local systems including meeting room conferencing systems, printers, workstations etc, to optimize space utilization and meeting efficiency.

- Comprehensive calendar management, including scheduling meetings across multiple time zones and coordinating priorities.
- Travel planning and logistics, including air travel, accommodation, and ground transportation.
- Event planning support for leadership meetings, offsites, and executive-level engagements.
- Data entry, administration, and follow-up actions related to executive activities.

- Familiarity with ISO27001 is a huge plus.
- Basic knowledge of expense management tools such as Rydoo or SAP.
- Advanced Excel skills and prior experience with corporate data systems and information curation.
- Experience coordinating logistics for corporate events or large team luncheons.
- Ability to troubleshoot basic office equipment, including copiers and teleconferencing systems.

If you are enthusiastic about supporting a collaborative team and eager to grow your career in a global technology company, we invite you to apply for this exciting opportunity at Hexagon Mining

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
- 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

[Here](#) you can find more information about us as an employer.

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 working together to shape the future of Hexagon. You can utilise and develop your skills in our highly innovative and diverse environment. Flexible working models allow you to ideally combine your professional and private interests.

Contact

If you have any questions, please do not hesitate to contact [Dominik Kung](#), Talent Acquisition Partner.

APPLY NOW

Hexagon Mining
Baarerstrasse 133
CH-6300 Zug