



Aspivix is a mission-driven, women's healthcare venture based in Lausanne, Switzerland dedicated to bringing modern devices to gynecology. Aspivix is global, fast paced and run by an accomplished team who are passionate about making a dent in gynecology.

## Customer Care and Back-Office Administrator - MedTech

Location: Flexible. Aspivix SA Office, Renens (Lausanne Region) and Muttenz (Basel Region), Switzerland

### We offer:

- A dynamic working environment as part of a growing start-up in a booming space.
- Working in a MedTech startup which will make a difference in women's health and with a true mission; at ASPIVIX, **we innovate women's care because it is about hefty time for gentler and more modern methods for procedures in gynecology.**
- A possibility to form your own job, and to contribute developing products with bigger potential. Your imagination and willingness are the limits.
- A chance to influence from the early beginning the course of a growing company.

### About the role:



As a Customer Care and Back-Office Administrator, you will be part of our growing Global team. You will be the main contact and interface between Aspivix and the following stakeholders: Customers, distributors, sales, manufacturing sites, and logistics. The role also encompasses the support and coordination of customer service.

- Work cross functionally to coordinate supply & demand to ensure uninterrupted product availability
- Build from scratch and manage the entire sales administration process: purchase orders, order confirmations, invoices, verification of customer information, payment details for online and offline sales
- Track order fulfillment for online sales.
- Implement back-office and sales administration tracking tools

#### **To ensure success you...**

- Have experience in supply chain, demand planning and inventory management,
- Have worked with 3rd party vendors such as Contract Manufacturing and Logistic companies,
- Have experience in a sales administration,
- Understand sales performance metrics and provide excellent administrative support to ensure sales metrics are met.
- Have worked for small or scale up companies in a similar role and were part of the team implementing the sales administration process.

#### **About you...**

You are definitely a match if you...

- Have previous experience in sales administration, supply chain or a similar role,
- Have at least 3 years' experience in B2B sales, ideally in healthcare,
- Are fluent in English, German and/or French is a bonus,
- Are rigorous and disciplined to follow through each sale,
- Can keep high activity and motivate yourself,
- Have a positive, candid and a can-do attitude,
- Have an associate's or bachelor's degree in business administration or similar preferred.
- Have exceptional interpersonal and customer service skills.
- Have advanced knowledge of administrative recordkeeping.
- Are familiar with sales reports and sales records.
- Are proficient with word processing and spreadsheet software.
- Have excellent written and verbal communication skills.

If this sounds like you then what are you waiting for! Send your complete application to [jobs@aspivix.com](mailto:jobs@aspivix.com)

## **ASPIVIX – Innovating Women's care**

Andrea ALBORNOZ, Head of Marketing & Sales

ASPIVIX is an equal opportunity employer committed to diversity. Each recruitment decision we make for people we hire is based solely on the candidates' knowledge, experience and skills.