

Job Offer

The [Food Packaging Forum](#) (FPF) is a charitable (non-profit) organization based in Zurich, Switzerland. Our work is focused on hazardous chemicals in food packaging and in other types of food contact materials and articles, and their impacts on human health and the environment. We communicate the interdisciplinary science, transdisciplinary information, and the knowledge context, and make it actionable for professional stakeholders. The FPF team is also involved in several ongoing international and transdisciplinary research projects focusing on better characterizing and managing the adverse impacts of food packaging on health and the environment. We are currently looking for an

OFFICE MANAGER (50-60% part-time)

We are looking for a dynamic and empathic team player with a strong service mentality, who can work very independently in our small intercultural and interdisciplinary team. An affinity for critical thinking and for proactive, independent task management are musts. An interest in science, chemical exposures, human health, and prevention of chronic diseases is essential. A keen motivation to contribute to the common good of society and to planetary health is a prerequisite. The ability to communicate clearly and effectively to cross-functional colleagues of various technical levels is necessary.

As part of the team you will contribute to the FPF's success through performing the following tasks:

- Managing human resources for the team, such as communication with the authorities, ensuring legal compliance, payment of monthly salaries, etc.;
- Managing the FPF's finances in collaboration with the Managing Director;
- Accounting and annual financial reporting using AbaWeb software;
- Managing the annual audit process in collaboration with the external auditor;
- Reviewing, finalizing and managing the signing of contracts with funders and others, including administration of Horizon 2020 and Horizon Europe grants;
- Paying bills;
- Collaborating with other team members to prepare FPF events like the annual workshop;
- Supporting the Managing Director with fundraising activities and administrative tasks related to fundraising and networking requirements;
- Maintaining the office infrastructure and coordinating with our external IT provider;
- Supervising the office cleaner and carrying out tasks related to office maintenance.

As we are a multifaceted organization, additional tasks can be agreed upon, depending on the candidate's skills and further interest to engage.

We offer a flexible part-time position in a dynamic and interdisciplinary team. Our ideal candidate has a university degree in business administration or natural science, and work experience related to the tasks described above, especially in accounting, human resources, and event management. Fluent command of spoken and written German and English is essential. Experience with communications (writing) and/or working in an academic environment are beneficial. A willingness to learn new skills and take on new tasks is strongly appreciated.

The position requires regular presence in the Zurich office. Please send your CV and letter of motivation to jane.muncke@fp-forum.org before 20 November 2021.