

	Description
Function	QA Archiving Administrative Assistant
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Percentage	40 %
Reporting Line	Corporate Company Archivist
Company Profile	<ul style="list-style-type: none"> AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases 150+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ AC Immune SA is a progressive, equal opportunity employer
Job description	AC Immune is seeking a Quality Assurance Archiving Administrative Assistant to assist the Corporate Company Archivist with the coordination and processing of archives. The archiving assistant will be responsible for ensuring compliance of the archiving activities with the internal processes.
Key Responsibilities	<ul style="list-style-type: none"> Liaise and coordinate with department and project archivists Perform archiving activities including indexing, formatting, editing, scanning, protecting, and tracking documentation Perform Quality Check on documents to be archived (e.g. verifying that nomenclatures are applied) Support dispatch with external archiving facilities
Qualifications & Skills	<i>Required:</i> <ul style="list-style-type: none"> Administrative background Fluent in English and/or French (or at least C1 level in English) Good organizational and communication skills Demonstrate attention to detail and multi-tasking abilities Good command of Microsoft suite Ability to adapt priorities to meet company needs while maintaining effectiveness Experience in working for an international organization