

Office Manager in a growing and dynamic company

Position: Office Manager, Back-Office and Administrative Support
Employment: 60-80%, permanent contract (CDI)
Place: On-site position, CompPair Technologies SA, Lausanne, Switzerland
Starting Date: 01.08.2026 or other date to be agreed

Overview:

CompPair Technologies is a Swiss company providing healable and sustainable composite solutions to improve circularity. Inspired by nature, CompPair brings an intrinsic healing capability to composites. The company provides a range of glass and carbon-pre-impregnated textiles, to produce composite structures that can heal matrix damage on-site in 1 minute only; improving operational efficiency, reducing repair time, and extending the lifetime of products. The company is also working on the development of new product families, to further extend the application potential of this technology to other composite markets, and manufacturing processes.

As a growing deep-tech startup, no two days are the same. We are looking for a highly organised, resourceful, and adaptable person who enjoys variety and can confidently navigate a fast-moving environment. This role goes beyond traditional administration: it combines back-office management, operational coordination, and support across multiple business functions.

The ideal candidate is comfortable managing several topics simultaneously, from logistics and office management to HR support, customer administration, and marketing coordination. This person can independently identify what needs attention first.

This position reports directly to the CEO and works closely with the Marketing Manager and the wider team.

What success looks like in this role

You enjoy being the person who keeps moving things tidy and under your control. You can switch from coordinating logistics activities, to organising a team event, to helping onboard a new employee, to supporting an urgent customer request, all while maintaining a clear overview of priorities.

You are proactive rather than reactive, comfortable making decisions within your scope, and able to remain calm and effective when unexpected tasks arise. You are motivated by variety and take pride in bringing structure to a dynamic environment.

Beyond execution, you are eager to become a trusted sparring partner for management. You enjoy identifying opportunities for improvement, challenging processes constructively, and contributing ideas that help the company grow and operate more efficiently. As CompPair evolves, you are excited to grow with the company, take on new responsibilities, and play an active role in supporting its development and success.

Tasks and Responsibilities:

- Register incoming invoices and ensure timely payment (bi-monthly)
- Issue invoices, payment reminders, and manage collections for unpaid invoices
- Prepare quotations and manage customer orders
- Storage and organization of files
- Reception of packages and goods
- Human resources activities: onboarding of new employees, assisting in permits and legal aspects, preparation of new job offers, first screening of candidates, timesheets checking.
- General office management: meeting organisation, furniture supply, office environment and team events
- Support in business travel arrangements
- Prepare delivery notes, and transport documents (invoice DGN...)
- Organise freight and shipping of products and samples (one-off and scheduled transports).
- Create labels and label the goods according to product type
- Check the documentation compliance for dual use goods
- Send documentation to recipients according to their requirements.

Competences and personal skills:

- CFC as a commercial employee, or background in Business/Management or Hôtellerie
- Minimum 2 years of professional experience in administration, operations, office management, customer support, or a similar role
- C1 level in French and English, both written and spoken. German is a plus.
- Excellent organisational and time-management skills
- Strong ability to prioritise and manage multiple tasks simultaneously
- Comfortable working in a fast-paced and evolving environment
- Proactive, autonomous, and solution-oriented mindset
- Excellent communication and interpersonal skills
- Strong attention to detail without losing sight of the bigger picture
- Curious and interested in working within an innovative industrial technology company

Why join CompPair?

We offer you the opportunity to play a key role in a growing Swiss high-tech company with international ambitions. You will work closely with a multidisciplinary team and contribute to a wide variety of activities across the business.

This role is ideal for someone who enjoys taking ownership, learning new things, and becoming a central point of coordination within a dynamic startup environment. You will have a tangible impact on how the company operates and grows.

CompPair is an Equal Opportunity Employer. We are committed to creating a work environment that is fair to everyone, where all decisions related to recruitment, advancement, and retention are equal.