

<https://fintechnews.ch/job/start-up-programme-coordinator-start-ups-and-next-generation-innovators-80-100/>

## Start-up Programme Coordinator Start-ups and Next-Generation Innovators

### Description

In this position, you will work independently as a scientific coordinator in all areas in which Innosuisse offers support to start-up companies. You will actively contribute to the team as needed in a flexible role. The position is limited to a six to nine months assignment for now, with the possibility of an extension or the conversion to a permanent position.

### Ihre Aufgaben:

- Independently overseeing and handling the existing coaching instruments
- Developing and implementing awareness-raising and training measures
- Providing support in the area of advisory services for the internationalisation of start-ups
- Collaborating in the development and optimisation of the division's activities
- Assisting in the development and implementation of impact analyses and monitoring activities

### What we are looking for:

You should have at least a bachelor's degree in economics or an equivalent qualification and have already gained experience as a process manager. Accordingly, you should be familiar with the design and optimisation of process flows and implement these efficiently. You know the start-up ecosystem in Switzerland and are used to offering information and support to various stakeholder groups. You are capable of systemic thinking, and have a well-structured, customer-oriented and independent way of working, as well as good communication skills. You also have strong verbal and written skills in a second national language, as well as excellent knowledge of English.

### Qualifications

- An exciting and dynamic working environment in which you will contribute to the promotion of science-based innovation in Switzerland for the benefit of the economy and society.
- A varied job at the heart of Swiss innovation, in which your knowledge and experience in the areas of HR and project management, as well as your language skills, will all come into play.
- Flexibility in terms of compensation and home-working opportunities as well as attractive terms of employment including excellent fringe benefits.
- The opportunity to work with a motivated, dedicated and professional team.

We look forward to receiving your application. Please submit your complete application documents and a letter of motivation via our official job portal. For further information, please contact Mr Michel Stuber (Tel. +41 58 465 53 91 or mail [michel.stuber@innosuisse.ch](mailto:michel.stuber@innosuisse.ch)).

### Hiring organization

Innosuisse

Innosuisse ist die Schweizerische Agentur für Innovationsförderung. Sie fördert die wissenschaftsbasierte Innovation im Interesse von Wirtschaft und Gesellschaft und stärkt damit die Wettbewerbsfähigkeit von kleinen und mittleren Unternehmen (KMU) in der Schweiz.

### Employment Type

Part-time, Associate

### Industry

Government Administration

### Job Location

Bern, Berne, Switzerland

### Date posted

January 3, 2022

Apply