

Office Manager & Operations Coordinator

ZURICH, ON-SITE, 50% OR 25% (JOB SHARING)

ABOUT LEXR

As a law firm, we're revolutionizing legal services for tech, fintech, and digital businesses by making them simpler, transparent, and efficient. With a team of experts who understand tech, we provide companies with the legal support they need –without the traditional complexities. Our focus on customer-first solutions and pricing transparency helps businesses grow with confidence.

NEXT STEPS

Apply now and we'll get back to you within a week. In the second round, we'll have a chat via Teams to see if we're a good match. If all goes well, we'll invite you for a small practical challenge. After that, we'll finalize the details and you'll be ready to start!

Send your application to recruiting@lexr.com or scan the QR code and fill out the form.



LEXR

YOUR ROLE

- **Office Management (Zurich office, on-site, ideally daily):** From the fruit basket to the coffee supplies, you'll handle it. Conduct occasional happiness surveys, manage office supplies ordering, and ensure physical mail gets where it needs to go (Post, FedEx, etc).
- **HR Operations Assistance:** Be a people person! Assist in the recruitment process, organize fun recruiting events, and make onboarding and offboarding a breeze including IT Management.
- **Event Organization:** Be the party planner! Organize birthday bashes, Christmas get-togethers, team trips, and ski days, creating unforgettable moments for the team.
- **Occasional COO Support:** Be the right hand! Assist our COO with various projects, helping tasks run smoothly and efficiently.

WHAT YOU BRING

- **Fluent in German and English:** Both languages are a must to navigate job tasks and team communication.
- **Organizational & Process Management Skills:** You love organizing and managing processes.
- **Tech-Savvy:** You have an affinity for technology, are skilled in office software, and are enthusiastic about exploring new tech.
- **Excellent Communication:** Your communication skills are clear, to-the-point, and tailored to the situation.
- **Team Player:** You thrive in a team environment and enjoy working with others. You give and take constructive feedback and are part of an environment where everyone grows with each iteration.
- **Enthusiastic & Hands-On:** Your open and enthusiastic nature inspires others, and you're always ready to get involved and solve problems.

WHAT WE OFFER

- **Central Location:** Centrally located offices at Helvetiaplatz in Zurich.
- **Motivated Team:** Be part of a motivated and ambitious team of legal, business, and tech professionals.
- **Flat Hierarchies:** Experience a work environment where your ideas matter.
- **Regular Team Events:** Enjoy team events and annual trips to places like Lisbon, Tel Aviv, Berlin, and the Swiss Alps.
- **Innovative Environment:** Work in a team that embraces innovation and constantly tries new technology.
- **Exciting Network:** Gain exposure to an exciting network of partners, clients, and business models in the tech, fintech, and digital fields.