

# Special Projects Assistant to the CEO

**Company:** Terabee, High-Tech sensor and sensing solutions company

**Location:** France, Saint Genis-Pouilly, (Close to Geneva, next to CERN)

**Contract:** Full-time

**Reporting to :** Max Ruffo (CEO)

## Job Description:

Terabee is a dynamic and fast-paced technology company with the mission of enabling digital transformation in the Smart Building sector. Terabee designs, develops and manufactures 2D and 3D Time-of-Flight sensors, thermal cameras, radiofrequency systems and air quality devices, bringing them to unique solutions for IoT, Smart Buildings, Industry 4.0 and Environmental use cases.

We are now seeking a motivated Special Projects Assistant to the CEO to join our growing team! You will operate within a highly stimulating and international environment and will play an active role in the high tech digitalization market.

## Role:

Reporting directly to the CEO, the Special Projects Assistant to the CEO will play a critical role in our organization by providing exceptional project management and execution support to the CEO, to ensure that the CEO's various and extensive tasks and projects are moved from conceptualization to completion in a timely manner.

He/she will accompany the CEO in internal (and eventually externally) significant meetings, capable of taking clear notes capturing the essential actions, and managing most follow-ups to ensure the execution of resulting actions/tasks. This will lead to run and follow up on key projects and propel initiatives across the organization, towards successful completion. He/She will coordinate all phases of open directives and project management, which includes planning, executing, monitoring and closing.

In general, this executive assistant will be responsible for:

- Project Management
  - Manage special projects on behalf of the CEO establishing timelines, coordinating project deliverables with other departments and/or external consultants, overview portfolio of projects with a bird's eye view
  - Evaluating and updating project status for reporting and decision making, recommending adjustments when necessary

- Communication
  - Create communications for the CEO's review and release both internally within the organization, and possibly externally to customers, Shareholders and the Board of Directors.
- Collaboration and Preparation
  - Regularly collaborate with colleagues, including management team members, to effectively prepare and brief the CEO for meetings, events, etc.
  - Collaborate closely with the CFO, providing direct support for shared projects and initiatives.
- Organization
  - Collect requests across internal and external stakeholders, and flag potential issues requiring immediate attention.
  - Prioritize the CEO's evolving list of responsibilities and requests against Company-wide goals and deadlines.
  - Ensure that the CEO's schedule reflects most current Company priorities.

## Profile:

- Highly motivated self-starter who works well with a team and also independently to anticipate needs of and opportunities for CEO.
- Good spoken and written English.
- Excellent execution capabilities, with perseverance and patience until multi-disciplinary teams' tasks are properly and successfully completed.
- Excellent interpersonal and communication skills with exceptional ability to communicate in writing and verbally about project management issues at all levels of the Company.
- Ability to set priorities, manage workload, and attain goals.
- Experience leading and participating in collaborative teams.
- Good command of office automation tools (Including and especially Google Workspace)
- Highly detail-oriented and organized.
- Comfort with ambiguity and ability to respond adeptly to rapidly changing priorities.
- A strong ethic of service and desire to be a part of a fun, hard-working team.
- Ability to maintain a high level of confidentiality.

NB: this role requires physical presence at the office, despite some partial remote working being possible.

Please send your CV and a letter of motivation to [careers@terabee.com](mailto:careers@terabee.com) with the subject line "Special Projects Assistant to the CEO". We look forward to receiving your application.