

LIGENTEC is a young and dynamic company located in Lausanne, Switzerland, near EPFL, close to the shore of Lake Geneva. We are manufacturing **Photonic Integrated Circuits (PICs)** for customers in high-tech areas such as Quantum Technologies, LiDAR, Space Technologies and Biosensors. LIGENTEC All-Nitride technology enables our customers to develop their products in the industrial revolution 4.0. To support our continued growth, we are looking for an:

## Operations Assistant

### Your responsibilities include, but are not limited to:

- Monitor the operational flow and delivery processes (OtC), ensuring data accuracy and involving team members as needed
- Handle shipment processes, ensuring timely delivery
- Oversee the import/export control process, ensuring all necessary documentation is in place and regulations are followed
- Support the procurement process, place orders to suppliers, follow up on deliveries. Collaborate with other departments to evaluate new suppliers
- Track supplier performance and ensure they meet quality and delivery requirements
- Maintain accurate records of forecasts, inventories
- ERP key user for sales operations and procurement workflows.
- Stay informed about sales-operations practices and ensure they are updated in accordance with policies, standards, and regulations

### Your profile:

- Commercial Apprenticeship, or equivalent
- Additional training in Supply Chain Management or Foreign Trade
- 2-3 years of experience in supply chain operations, logistics, or a related field
- Experience in managing shipments, import/export control and inventory management
- Proficiency in using ERP systems
- Flexible in working on different tasks and with different teams
- Working proficiency in English

### We offer:

- A flexible and dynamic start-up work environment.
- An international, diverse and highly motivated team.
- Personal responsibility in your job and the chance to grow with us.
- Our passion to bring PICs to every day's life.

**Activity rate:** 100%

**Place of work:** EPFL Innovation Park, Ecublens

**Start date:** immediately or to be defined

### Interested?

Then contact us. We look forward to receiving your application, including your CV and a statement of interest to [hr@ligentec.com](mailto:hr@ligentec.com) with subject title "2302-OA".

