

healthbank empowers people across the globe to exchange their health data on a uniquely neutral and independent platform. healthbank drives innovation in health sciences, from prevention to cure.

healthbank develops a global, people-owned health data exchange platform. Picture yourself in a start-up company bringing this product to market! Do you like to associate yourself with healthbank and play a major role creating the future in e-health?

healthbank is looking for a:

Junior Project Manager (80-100%)

WHAT HEALTHBANK CAN OFFER YOU

An attractive work place in the buzzing atmosphere of our start-up company in Baar (Switzerland) and an opportunity to be part of build and launch an e-health platform for people-controlled healthcare data storage and user interaction.

As a Junior Project Manager you are responsible for the following:

- Support the Business Development Team in leads generation, use case drafting, definition of specification, as well as contracting; join BD team members for partner meetings; run CRM reports;
- Support the finance team in investor correspondence, shareholder management;
- Lead the membership management of healthbank cooperative members;
- Support the Marketing Team in creating promotional materials, slide kits, website updates, social media posts, events;
- Take the lead in office management such as travel arrangements, events planning, office furniture, postal mail, logistics, filing of documents etc.

WHAT DO WE EXPECT FROM YOU?

- Bachelors or Master's degree, preferably business, economics or natural sciences
- Fluent in English and German (written and oral), French is a plus
- Driving and owning results, seeking challenges
- Entrepreneurial mind-set, project management skills, at ease in working cross-functionally and willingness to keep up with technological trends in eHealth
- Excellent interpersonal and communication skills, attention to detail, a great team player and equipped with a lot of flexibility.
- Strong Excel and PowerPoint skills, as well as social media experience

WHAT CAN YOU EXPECT FROM HEALTHBANK?

A chance to get into digital health and build a network. We offer you an entry position where you set foot in the business world, you can test your skills and competences and explore the interest you have to then, a later stage, decide in which area of our start-up you feel your career shall go.

Interested? Send us your application with cover letter, CV and relevant references.

Contact for application: recruiting@healthbank.coop

PLEASE NOTE: We can only consider applications from candidates directly- No recruiting agencies.