



# Chief of Staff

Opportunity for a highly motivated and versatile professional to apply strategic and operational skills in our international team. The Chief of Staff of Screening Eagle Technologies Ltd, based in Schwerzenbach/Zurich, Switzerland, and covering both headquarters in Europe (Schwerzenbach/Zurich) and Asia (Singapore) and its worldwide subsidiaries will be responsible for supporting the CEO and Executive Management Team in the analysis, development, communication and implementation of the business strategy. The Chief of Staff will be required to operate and communicate across all levels of the group organization. As Asia is an area of heavy growth and strategic initiatives the Chief of Staff needs an extensive track record culturally and having lived and worked in Asia and Europe before.

## What will you do

- Acts as a strategic advisor to the CEO and Executive Management Team
- Proactively monitors markets, technologies and competitors to provide up-to-date advice to management on industry developments, peers and competitor developments
- Evaluates internal and external growth opportunities
- Builds and prepares quantitative models
- Represents CEO in meetings, VC, phone calls with internal and external stakeholders
- Manages the CEO calendar and prioritizes his time and schedule.
- Drafts presentations, reports, correspondence etc. on behalf of the CEO
- Supports CEO in meetings by taking notes and assuming responsibility for completion of action items
- Acts as the liaison between CEO and other executives, clients, and stakeholders to ensure consistent communication and ensuring involvement or decision-making at the proper time
- Participates with the CEO and Executive Management Team in strategic planning, policy development, and decision-making
- Ensures timely and effective completion of projects and initiatives of the CEO
- Researches and recommends new and revised policies and strategies
- Creates and maintains systems and processes to streamline operations
- Establishes standards and procedures for hiring and managing the office staff and personnel for the CEO

## What do we expect

- Master's degree in Business Administration of similar field
- 5-10 years of experience, 4+ years in a business or executive management role
- Proven experience organizing and directing multiple teams and departments
- Excellent communicator in written and verbal form
- Profound English and Chinese language skills are a must, other languages desirable, particularly German
- Demonstrated ability to work independently in international environments and different cultural contexts
- Proven track record in multi-national investment and advisory roles

- Related industry knowledge (e.g. devices & solutions, sensors, non-destructive testing, composites, automotive aftermarket, medical) advantageous
- Loyal with maturity to act with discretion and build the right informal relationship networks
- Holistic perspective with instinct to independently prioritize and know when and how to involve exec team
- Strong strategic planning, organization and coordination skills
- Strong analytical skills, able to solve difficult problems and think laterally about new approaches for the business
- Ability to take on new concepts, ideas and knowledge in a timely manner
- Skilled in developing commercial partnerships
- Enjoys and is willing to straddle a number of functions from highly strategic to operational and administrative
- Can enhance communication and alignment between departments rather than be seen as a pure gatekeeper function or approval layer
- Proactive problem solver who likes to take ownership of cross-functional projects

## About the #EagleTeam

Screening Eagle Technologies | Proceq | Dreamlab

We are on a mission to protect the built world with software, sensors and data. We hire talented problem-solvers with bold ambition who share our passion for inspection technology to sustain mission-critical assets and infrastructure for future generations. Our culture is creative, innovative and inclusive. We are a fast-paced, product-driven, growth company headquartered in Switzerland with our Singapore and Malaga technology hub and a global mindset looking to lead a digital revolution in inspection. Want to join the #EagleTeam?

Send your application to  
[hr-europe@screeningeagle.com](mailto:hr-europe@screeningeagle.com)