

Administration Assistant m/f/d, Wallis

Start your career in an international environment with a future! This is a unique opportunity to become part of our clients young, motivated team, specializing in the production of biopharmaceutical cell culture products. For our clients team in Visp, we are looking for a reliable and motivated person for the position of Administrative Assistant (m/f/d).

Start Date: Aug 2026

End Date: 12-month contract (with a high chance of extension)

Workload: 100% with regular working hours (approx. 08:00 – 17:00) in a 41h/week

Location: Visp

Workmodel: Contracting

Your responsibilities

- * General administrative tasks, supporting one business area
- * Handling access registrations for employees/visitors
- * Orders / POs for projects and various items
- * Office planning
- * Organizing meetings & conference rooms
- * Preparing meeting minutes and following up on action items
- * Expenses & Trainingsreports
- * Timekeeping
- * Organizing visits including badges, catering, and agendas
- * Supporting onboarding of new employees if needed
- * Calendar management for the CEO
- * Co-leading project teams & supporting events
- * Providing vacation coverage and acting as deputy for other team members

Your Profil:

- * Commercial apprenticeship (EFZ), degree, or comparable qualification
- * Very good German and English skills, both written and spoken

Job profile

 Administration - Various

 Wallis

 Contracting

 Full Time



Aug 2026 - 12-month contract (with a high chance of extension)



Büroadministration, organizational skills, communication skills, Ariba, SAP

Job benefits

 Central location

 Company laptop

 Coopers Care

 Further education

 Public transport contribution

 Strong team spirit



Sounds interesting?

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- * Strong MS Office skills (Outlook, Word, Excel, PowerPoint, SharePoint)
- * Independent, proactive, and reliable working style
- * High level of responsibility and strong organizational skills
- * IT affinity and excellent communication skills
- * Assertive personality with quick comprehension
- * SAP/Ariba knowledge is an advantage

Sounds like a great job?

Then we look forward to receiving your complete application documents through our online application form.

When applying by email, the sender agrees that his or her data will be used in accordance with our data privacy policy.

Find more vacancies at: coopers.ch