

Chief of Staff

Position:	Chief of Staff
Employment:	80-100%
Company:	Bcomp Ltd.
Location:	Fribourg, Switzerland
Starting date:	July 2023

COMPANY OVERVIEW

Bcomp Ltd. is a young and dynamic Swiss company specialised in the development, marketing, and sales of natural fibre composite solutions for high performance applications. With a background in the sports and motorsports industry, we are now focusing on establishing ourselves in the mobility market. We develop sustainable lightweighting solutions based on natural fibres in close collaboration with our customers, in a fast-paced and entrepreneurial working environment.

More information at www.bcomp.ch

POSITION OVERVIEW

Reporting to the CEO, the Chief of Staff will be responsible for defining Bcomp's strategic plan together with the senior leadership team and driving the execution of the strategic plan. He or she will be responsible to deliver cross-functional strategic projects on behalf of the CEO and the leadership team. He or she will also look for operational inefficiencies and implement solutions to close gaps. When needed, he or she can also represent the CEO and other senior leaders at key strategic meetings (including external meetings).

MAIN TASKS AND RESPONSIBILITIES

- Act as the right hand and sparring partner for the CEO on all strategic topics
- Support the entire senior leadership team on implementation of strategic initiatives
- Develop and implement Bcomp's strategic plan
- Lead cross-functional teams to deliver key strategic projects
- Identify organizational inefficiencies and close the gaps
- Plan Board Meetings, coordinate the agenda and follow up on actions after each meeting
- When needed, attend key meetings on behalf of the CEO, including external meetings

QUALIFICATIONS AND PERSONAL QUALITIES:

- MBA or equivalent work experience
- Minimum of four years of experience at a top strategy consulting firm or in the strategy team at a large company (automotive industry experience highly preferred)
- Demonstrated experience defining a company's strategic plan and executing strategic initiatives
- Cross-functional leadership experience

- Ability to effectively partner with senior leaders
- Excellent verbal and written communication skills in English, French and German are an advantage
- Strong analytical skills for data analysis and business planning
- Experience making effective presentations for board meetings and investor pitches
- High resistance to stress with a positive and energetic mindset – everything is possible!

ABOUT THE TEAM

We are a small, dynamic, international team working in a fast-paced, equal, and entrepreneurial environment. Each person takes responsibility for their work and contributes to a friendly work atmosphere with many laughs and a healthy appreciation for chocolate.

HOW TO APPLY

We happily invite you to send us your full application to: workwithus@bcomp.ch