

## Job posting: Mediamatician (Mediamatiker)

Location: Zurich and remote (within Switzerland)

Capacity: Part-time (60%) to Full-time (100%)

### About SICTIC:

SICTIC is the leading angel investment network dedicated to propelling early-stage startups in Switzerland and Liechtenstein. We connect visionary and ambitious founders with a powerful, international community of industry-agnostic investors who provide more than just capital — they deliver “smart money” to help highly scalable products thrive. We also have our own academy to educate aspiring angel investors.

### Job Description:

We are looking for a person with an education as Mediamatician (Mediamatiker), who is a structured operations professional and who enjoys building reliable administrative processes and supports our many event, social and educational activities with media. The ideal candidate creates clarity where others see complexity, establishes operational discipline and ensures that the organization's day-to-day administration runs efficiently and accurately. This role is responsible for establishing and maintaining a reliable operational and data backbone for SICTIC. This includes ensuring that all core administrative processes are documented, consistently executed and supported by a single source of data truth across all our systems. We look for a person that enjoys working with data in complex automated spreadsheets, knows how to create and handle pivot tables by heart and can bring consistency into partially incomplete and seemingly contradicting data based on surveys. That person pays attention to detail also likes to automate tasks, improve our processes and our software tooling and can ensure the resulting data sets are valid and our processes run smoothly.

Besides operations, that person also contributes to collecting and processing media (video, photos, social media visuals, animations, illustrations etc.) and contributing to our reports for the board, investors and the public by consolidating investment activity surveys, aggregating responses into insightful reports, ingesting our various data streams from our software tooling and deal flow system as well as data from our partners and selecting and creating visuals and media that fits with the content. That person also understands that handling confidential data strictly confidentially and ensuring data integrity and privacy is of utmost importance.

Good language skills in German and English are a must - French would be a plus.

### Key Responsibilities:

- **Operations:** Stay on top of our core processes and make sure the operating team can deliver on time and at high quality. Take ownership of some processes and improve the tooling and automation where it brings benefits.
- **Media, Website and Social media:** Collect, process and enhance media from our 70+ annual online, hybrid and on-site events for our reports, website, newsletter and social media channels.
- **Budgeting:** Ensure we spend within our approved budget and income is aligned with expectations. Keep an eye on the budgets and timeline of our special projects and

events. Escalate where and timely propose measures where needed. Help prepare next year's budget.

- **Financials:** Ensure receipts are complete and timely shared with our accountant, check that accounting is correct, financials are correct and ready in time for the board and tax declarations are consistent with accounting. Ensure invoices to members and partners are prepared and sent on time. Monitor incoming payments, support payment follow-up where required and ensure receipts and supporting documents are complete and shared with our accountant.
- **Reporting:** Prepare detailed reports and presentations based on e.g. investment activity surveys for internal review and public investment reports.
- **Data & Process Quality:** Maintain a single source of truth across operational data. Ensure data consistency across all systems, improve process quality and eliminate duplicate or conflicting information.
- **Collaboration:** Work closely with the operations team, founders, investors and external stakeholders to gather insights and crucial information. Coordinate closely with our external accountant to continuously reduce manual effort and increase the amount of operational administration handled internally where it creates value.
- **Work attitude:** Proactive outreach to task owners to complete tasks on the agreed timeline.

#### **Required Qualifications:**

- **Administrative Experience:** Strong practical experience in commercial administration (KV or equivalent), finance administration or back-office operations.
- **Language Skills:** Oral and written fluency in English (C2) and German (C1).
- **Financial Skills:** Strong familiarity with accounting in Switzerland.
- **Process Mindset:** Demonstrated ability to establish structured administrative processes and improve operational efficiency in growing organizations.
- **Technical Skills:** Strong understanding of spreadsheets (Microsoft Excel, Google Sheets) including formulae to automate work.
- **Media Skills:** Able to take photos and videos, cut and enhance them for web and print. Experience with visual design for social media and events.
- **Analytical Abilities:** Excellent analytical, quantitative, and problem-solving skills. Ability to create accurate reports with consistent semantics and clear conclusions.
- **Communication Skills:** Strong verbal and written communication skills.
- **Teamwork:** Ability to work effectively in a team environment and collaborate with colleagues and clients by video conferencing, on the phone and in-person.
- **Residency and work permit** for Switzerland

#### **Office and Remote Work:**

Our team works in an office in Zurich, Switzerland. Our regular day in the office is Tuesday, on other days remote work is possible.

#### **Application Process:**

Interested candidates are invited to submit their resume, a motivational cover letter, contacts of two work reference people, and any relevant language and education certifications. Please explicitly specify your language skills and educational background in your cover letter. Only qualified candidates will be contacted for an interview.



SICTIC is an equal-opportunity employer and values diversity in the workplace. We encourage all qualified individuals to apply.

Please send your application to: **[jobs@sictic.ch](mailto:jobs@sictic.ch)** if you are interested.