

TECHNICAL ADMINISTRATIVE ASSISTANT

We are looking to hire an assistant that can provide administrative support to the IT staff members.

Collect data, proofread, edit, format and distribute documentation needed by staff members. Namely technical user guides and policy information.

About TWISPER

Discover the world with the people you trust.

Available for Android and iOS as of last December, the new Swiss start-up TWISPER INTERNATIONAL SA has launched a new app that will have a positive impact on the market of digital recommendations for both users and businesses in the field of gastronomy and hospitality. TWISPER is a social network that is all about positivity and transparency. The app deliberately has no algorithms or rating systems. Users get suggestions exclusively from their own circle of friends for great places to eat, drink and sleep. Consequently, on TWISPER there is no paid advertising for recommended places or fake profiles. Users data belongs to them and is exclusively used on the app. In this way, TWISPER ensures that the character of the app remains distinctive: easy, unique and positive.

Responsibilities

- Organise meetings between tech teams
- Organise and create different technical roadmaps with milestones
- Review technical reports
- Manage and develop documentation, as well as process requirements
- Provide technical assistance to technical and operations teams

Requirements

- Maintain and update accurate computer records
- Experienced administrative background
- Strong communication skills
- Capacity of approaching customers and clients in a positive way



Be advised, by friends.

- Flexibility to take on additional tasks is a must
- PC literate, including good experience with MS Excel, Word and Outlook
- Team player
- Proactive with independent working skills
- Ability to multi task, prioritise and plan to meet tight deadlines necessary to achieve required targets

How to apply?

To apply for this job, please send your application to [**job.development@twisper.com**](mailto:job.development@twisper.com)