

JOB DESCRIPTION

Job title

Operational & HR Manager (40–50%), expected start date: March 1st, 2026 or to be discussed

About NovaMea

NovaMea SA is located in EPFL innovation park in the canton of Vaud (VD), Switzerland. The company develops, produces, and sells electrochemical energy storage and conversion technologies, currently focusing on anion exchange membrane (AEM) water electrolyzers for the production of green hydrogen. NovaMea's technologies stand out for their superior cost-efficiency, scalability, and compatibility with renewable energies. Our mission is to make a significant contribution to building a zero-emission energy system.

Position Summary

The Operational & HR Manager plays a key role in ensuring the smooth day-to-day functioning of the company. This role combines operations management, HR administration, finance supervision, and corporate governance, working closely with management, external partners (fiduciary, legal advisors), and internal teams.

Key Responsibilities

1. Finance & Administration

- Supervise accounting and administrative activities in collaboration with the fiduciary
- Monthly review and update of financial reporting (Balance Sheet, P&L, Cash Flow)
- Manage budgets and financial follow-up
- Coordinate year-end closing with external partners
- Corporate housekeeping: contracts follow-up, administrative records

2. Human Resources Management

- Organize onboarding, training, and scheduling
- Manage recruitment processes (employees and interns): interviews, contracts, and registrations
- Handle HR administration:
 - AVS / LPP / SUVA registrations
 - Tax at source and family allowances
- Oversee payroll process: monthly salary slips, verification, and distribution

- Manage annual and periodic performance reviews
- Manage the time management system (holidays, overtime, sick leave)
- Coordinate office equipment and furniture needs

3. Operations & Performance Management

- Develop, implement, and continuously improve operational procedures and internal policies
- Define and formalize the startup's target processes within the operational perimeter
- Monitor performance indicators to ensure optimal use of resources and high-quality service delivery
- Lead and coordinate optimization projects and link them to daily operations
- Ensure legal and regulatory compliance of organizational processes

4. Intellectual Property & Grants

- Handle IP-related administrative work (patent correspondence, trademark filings)
- Support state grants and public funding applications
- Prepare documentation and manage finances of grants

5. Communication & Marketing Support

- Support the marketing team and the overall communication strategy
- Support online visibility campaign of the company
- Maintain and update the list of products and services
- Support improvements of the online ordering system and marketing email campaigns

Skills & Profile

- Strong analytical mindset with a solid affinity for numbers and performance monitoring
- Excellent problem-solving skills with a pragmatic and solution-oriented approach
- High level of rigor, organization, and prioritization
- Strong interpersonal and communication skills, with the ability to explain complex topics clearly
- Stress-resistant and comfortable working in a fast-paced startup environment
- Positive leadership style fostering a healthy and motivating work culture
- Knowledge of **Odoo ERP** is a strong asset, particularly for accounting, HR administration, and operational process management.

Education & Qualifications

- **Bachelor's or Master's degree** in one of the following fields:
 - Human Resources Management
 - Business Administration
 - Management, Finance, or Economics
 - Operations or Industrial Management
- Additional certification in **HR, payroll, Swiss labor law, or accounting** is a strong asset
- Proven experience (minimum 3–5 years) in a similar role within a startup, SME, or scale-up environment, ideally in Switzerland

Languages

- **English:** Fluent (minimum C1 – working language)
- **French:** Professional proficiency (minimum B2)

What We Offer

- A key role in a **mission-driven green hydrogen startup**
- High level of autonomy and direct impact on company growth
- Flexible working hours
- A collaborative, innovative, and sustainability-focused work environment
- Competitive compensation aligned with experience

Application Process & Timeline

- Kindly send your CV, cover letter, and diplomas to lou.denisart@novamea.swiss
- Application deadline: January 31st 2026
- Applications will be reviewed on a rolling basis, starting in early January
- Expected start date: **March 1st, 2026**, or to be discussed depending on availability