



## Office Coordinator, H2 Energy Europe AG

We are looking for an enthusiastic Office Coordinator to join our growing team in Zurich.

H2 Energy was established in 2014 in Zurich, Switzerland, with the vision of playing an active role in the fight against climate change. Our goal is to make hydrogen from renewable energy a mainstay of our energy systems. We have several years of experience in hydrogen production, manufacturing and deployment of hydrogen filling stations, and development of hydrogen-powered lorries.

### About the role

In this role you'll be supporting our operations and you'll be responsible for running our office tasks at our office in Zurich. You will be the go-to-person for all employees and visitors, managing service providers, and solving problems as they occur.

### Responsibilities

In this role you'll handling a wide range of tasks, such as:

- Support and guide colleagues in all office related enquiries
- Be the first point of contact for landlords, contractors, customers, and visitors from other H2 Energy offices
- Manage service providers and contracts (e.g., cleaning, office supplies, deliveries, catering)
- Handle post, packages, and other administrative tasks
- Maintain orders and assist with catering, ensure that offices are stocked with provisions such as coffee, tea, snacks
- Organize and coordinate meetings
- Assisting in booking flights, hotels, etc.
- Manage office access and answer phone calls
- Planning and executing internal events
- Keeping the office in mint condition
- Purchasing and management of office equipment. (e.g., computers, screens, desks, etc.)
- Provide first level IT support

### Qualifications

The role requires a can-do mindset and good organizational skills. In order to succeed in the role, we hope you have the following skills:

- You are newly graduated or have a couple of years of experience as an office coordinator or other similar area within service and/or administration
- You have a structured way of working and an ability to manage several tasks at the same time
- You have a customer service mindset
- You like to work in an international environment
- You are fluent in English and German



- You are experienced with IT, especially with Microsoft Office (e.g., Outlook, Word, Excel, PowerPoint, Teams) and their admin tools

### **Why H2 Energy?**

H2 Energy is a growth company in the energy sector and a pioneer in the use of hydrogen. Together with our partners and customers, we are developing the global hydrogen markets with large scale projects in various, economically viable applications. We are creating the whole ecosystem to connect producers and consumers in a sustainable economic environment.

### **What we offer**

- Highly skilled and enthusiastic project team, working towards a mission for sustainability, and be part of a new business era of Power-to-X
- Learning, development, and career opportunities of a growth company
- Supportive and low-hierarchy team

### **Next steps**

Please submit your application and CV to Jenny Räsänen, [jenny.rasanen@h2energy.ch](mailto:jenny.rasanen@h2energy.ch). If your profile is a match, we will invite you for a first chat to discuss the role and your expectations in more detail.

At H2 Energy we commit to an inclusive recruitment process and equality of opportunity for all job applicants.

We are looking forward to meeting you!