



SAFE DRONES
FOR INACCESSIBLE
PLACES

Do you want to deep dive in the fast-growing drone industry and get a rewarding experience within a dynamic start-up environment?

At Flyability, we believe that robots should be sent in hazardous places and dangerous situations instead of putting humans in danger. To support our belief, we created Elios UAV series, the world's first collision-tolerant flying robot that for the first time allows entry to complex and indoor spaces. With more than 100 employees, Flyability is today the leading company in the UAV indoor inspection industry. Joining Flyability is not just taking on a new job, it is seizing the opportunity to improve the life of millions of people and build the future of robotics.

To complete our creative and dynamic team in Lausanne, we are seeking an:

Office Management Intern

Your role:

We are looking for a hands-on Office Management Intern to work on a variety of tasks related to office operations with one goal: make sure our colleagues feel comfortable, safe, efficient, and happy at work. In this job, you will work closely with the Office Manager.

What you will own:

- Take care of our common spaces
- Manage relationships with service providers, be the point of contact for maintenance
- Dispatch phone calls and emails
- Monitor and maintain office supplies
- Help organize relocation and onboarding of new employees
- Help organize afterworks and internal events
- Make sure that employees have access to necessary IT infrastructure and support
- Participate in various project such as Health & Safety, Flex desk, Office redesign
- Help the HR department in administrative tasks when needed

Your profile:

- You have a positive, organized, detail-oriented, communicative, and proactive personality
- Professional command of both English and French
- Tech savvy
- Driving license is a plus

Flyability is a young Swiss company that values autonomy and thorough leadership. Every day, you will have the opportunity to share your ideas and contribute to solving challenging problems. We all work together, and each voice is important to move forward.

Ready to join?

Send us your application through [this form!](#)