

You have the potential.
We offer the opportunities.



Uniworld owns and operates a fleet of thirteen intimate, boutique river cruise ships on the European waterways which cater exclusively to English-speaking clients. To support our Technical Team in the Rheinfelden operations office, Switzerland, we are looking for an experienced and dedicated professional in the role of:

Administrative Coordinator - Technical Department

As Administrative Coordinator for the Technical Department you will be in charge of the set up, monitoring, following-up and reporting related to Uniworld projects of new ship building and ships renovations

You will:

- Communicate with designers, vendors and ships in terms of projects related deadlines, purchasing, delivery and invoicing
- Translate important documents in relevant language (English, German)
- Support the budget process for Technical Department and company investments
- Monitor projects/investments costs with support from accounting and report costs to Vice President Technical Department
- Control invoices of the technical department and office in Rheinfelden
- Perform general administrative duties for Technical Department
- Control and monitor guarantee claims and ships documents with
- Set up administration guidelines for the Technical Department

You:

- Preferably have experience in a similar position and know river cruise business
- Are an organised and proactive team player that works autonomously
- Have a flair for numbers and analytical and process oriented thinking approach
- Have accurate and conscientious working skills in an ambitious environment
- Have excellent organizational & strong IT (MS Office, Excel) skills
- Are able to communicate and conduct business in English and German
- Are a citizen of EU / Switzerland or have a valid work permit in Switzerland
- Want to become part of The Best!

We:

- Are a company with strong values. We are committed to our responsibilities.
- Know that our employees are essential for the success of Uniworld. That is why we provide you with a competitive remuneration package and other benefits (free cruise on Uniworld ship, sport training lessons in the office etc.)
- Take your career seriously: provide on-going development opportunities and promote within the organisation
- Are looking for You! [Please apply online on our website](#)