



LNS is a Swiss multinational company with more than 980 employees and a world leader in the development, manufacturing, and marketing of peripherals for machine tools. We are located near Biel, in the heart of the Grand Chasseral region.

To strengthen our Research and Development department, we are looking for August 2026 or a date to be agreed, for a



R&D Administrative Coordinator 80-100%

YOUR MISSION AND CHALLENGES

You provide key administrative and organizational support to the Swiss R&D department based in Orvin. You play a central role in documentation management, coordination, and communication between internal teams and external partners.

You act as a reliable coordinator and administrative backbone for R&D activities, supporting both operational and strategic initiatives.

In this role, your main responsibilities will include:

- Prepare and maintain R&D documentation, reports, and presentations in line with corporate standards
- Coordinate technical documentation and compliance activities (translations, updates, CE compliance, validations) with internal teams and external partners
- Support intellectual property and trademark processes in collaboration with external consultants and the CTO
- Contribute to the creation and management of technical support materials for product management, marketing, and digital teams
- Ensure effective communication and coordination within the R&D department and across global sites
- Provide ERP (M3) data entry and administrative support for R&D activities
- Act as the CTO's administrative right hand, supporting organization and follow-up of R&D initiatives

YOUR PROFILE AND SKILLS

- You must have 3–5 years of experience in an engineering or R&D setting
- You have an administrative or technical background within an industrial environment
- You are fluent in English and French (written and spoken); additional languages are a plus
- You are comfortable with ERP systems (ideally M3), documentation, reporting, and structured data
- You are well organized, detail-oriented, and service-minded, with strong communication skills
- Able to work autonomously and as a team player, you bring a positive, proactive attitude

WHY JOIN US?

An opportunity to join a human-sized industrial group in a technical and international environment, offering you a high degree of work autonomy and varied missions. LNS will allow you to thrive within a dynamic and passionate team, thanks to personalized development opportunities and a good work-life balance.

Discover more about our company: <https://lns-group.com/fr/carrieres/>

Interested? Apply now !
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Grand
Chasseral⁺

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