

SQS-CH Quickguide



Division / Function	Name	SQS-Switchboard +41 (0) 43 210 93 00 Internal phone extension
Mgmt. Assistant BU-Secretariat	Marianne Obielum (Reto Züst) Denise Siegrist (Peter Weber) Elisabeth Kehl (Filis Sidiropoulos / Daniel Spirig) Tamara Riff (Andreas Kiessling)	390 307 318 311
Mgmt. Assistant / BU-Secretariat	Monica Damien	022 706 20 31
Finance	Reto Grubenmann	303
Human Resources	Gabriela Eiden Denise Siegrist	302 307
Sales & Marketing	Daniel Spirig Jens Gerboth	306 316
Operations	Peter Weber	305
Sourcing&Staffing Assistant	Andreas Kiessling Peter Bürgy	321 / 079 253 17 56 317
Training (ISTQB)	Thomas Prosser	079 435 60 26
Keyword	Description	Responsible
Addresses Updates	SQS-Employees Clients, customers, suppliers	Denise Siegrist BU-Secretariat / Sales
Apéro on demand	Ordering (only via Management)	BU-Secretariat
Company Housing	Administration	BU-Secretariat
Purchases	Stationary Hardware / Software Marketing material Infrastructure	Marianne Obielum Elli Kehl Elli Kehl Elli Kehl

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	Kitchen maintenance (Coffee machine/Drinks)	Tamara Riff
Keyword	Description	Responsible
Event management	Summer- and winter event Happy Hour	Marianne Obielum / Elli Kehl Tamara Riff / Elli Kehl
Vehicles	Vehicle and leasing administrative support services	Reto Grubenmann
Vacations	Approvals Applications	Line Manager Forwarding to BU-Secretariat
Flights	Bookings and changes of reservations https://world.cytric.net/derpart-sqs	Employee (via travel agency Papendick or SQS-travel portal) +49 22 415 97 410
Mobile phone	Administration	Tamara Riff
Hotel	Reservations	Employee
IT-Support / Hotline	Helpdesk (IT-Hotline internal)	(Quick dial 7067 or helpdesk@sqs.de)
Cash register	Administration	Tamara Riff
Doctor's notes	Notification Doctor's note from 4 rd day on	Line manager / HR / BU-Secretariat To HR
Credit cards	Application Forms Distribution and processing of credit card	Tamara Riff Tamara Riff / Elli Kehl
Congresses (SQC, Swiss Testing Day)	Organization	Daniel Spirig Andreas Kiessling
Customer inquiries (new)		Daniel Spirig / Jens Gerboth
Payroll accounting	Inquiries, questions	HR
Military service	Notification	Line manager / HR / BU-Secretariat

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MbO discussion	Execution	Line manager
Keyword	Description	Responsible
Postage / mail	Daily 4 p.m.	Letterbox at Reception
Profile (MA) Profile (extern)	Drafting & updating Drafting	Employee Elli Kehl
Client invoicing	Control & Approval Drafting	Teamleader / Delivery Manager BU-Secretariat
Expenses & Travel expenses	Drafting (once a month) Control & Approval Release for payment Processing and forwarding for payment	Employee Line manager Reto Grubenmann BU-Secretariat
Seminars ((de)registration)	Approvals Planning / registration Travel Lodging	Line manager HR Employee Employee
SQS-Newsflash		Gabi Eiden
Insurances	Retirement provisions / accident insurance	HR
Business cards	Ordering	Tamara Riff
Train tickets	Via travel portal http://mct.sbb.ch/mct/businesstravel For registration: User name: SQS-e-mail address contract No.: SQS2058 Following successful registration you will receive the confirmation of registration from SBB	Employee
Working time recording	Drafting SAP Approval Control	Employee Line manager BU-Secretariat