



professionals

On behalf of our client, a world-renowned Swiss company headquartered in Zurich, we are looking for an

Executive Assistant (80 % – 100 %)

Together with your assistant colleague in an equivalent role but with clearly defined responsibilities, you will assist the Chief Information Officer (CIO) in all administrative matters. The distribution of tasks between the two of you will be arranged flexibly, based on your preferences. By managing his busy agenda your organizational talent will have an effective impact on the professional functioning of his everyday business. This includes organizing various appointments and overseeing all types of meetings, i.e.: one-to-ones, regular management and team meetings, scheduling the order of the day and taking minutes. You will also arrange sporadic large, formal and external events. It may appeal to you that off-site and social team events including town hall meetings will play a recurring role within your duties. You will also be in charge of your superior's correspondence, screening incoming calls and acting as the overall entry point for a variety of topics. Furthermore, you will manage his travel activities and relieve him of any general administrative tasks in connection with his role as head of the department. This may include maintaining various lists, supporting the year-end process, driving on-boarding or off-boarding of external stakeholders, producing presentations and documentations. To sum it up, you and your partner assistant in the CIO office play a central role in enhancing the department's excellent reputation within the organization.

You will need to have significant experience working as an Executive Assistant managing complex tasks for senior executives in an international, fast-paced corporate environment. Moreover, this profile is directed to applicants with an excellent command of **German and English**. Proficiency with MS-Office applications is a given, previous exposure to working with the Intranet and SharePoint is welcome. An affinity for modern technology will certainly help you to share and understand your team members' passion for their multiple and dynamic projects. Even more important, however, is the personal fit. We are looking for a flexible personality who can anticipate as well as juggle multiple tasks at the same time and knows how to prioritize. You also enjoy working within a team and know how to ask the right questions. By embodying service orientation, you ensure a smart collaboration with your tandem partner. Taking ownership for both small and large issues at stake is one of your key strengths. In addition, you are committed to utmost integrity as well as high quality standards and attention to detail. Thanks to your well organized mind-set, you will successfully handle a demanding workload. Another important aspect are your excellent social and communication skills which qualify you to well represent the department and the department head in particular. He will expect you, as a quick minded, smart and energetic personality, to professionally manage him and also challenge him where necessary.

The role is fascinating for a number of reasons; your potential new manager is an inspirational leader with an abundance of energy who combines an entrepreneurial spirit with an open minded philosophy. Similarly positive minded attributes apply to your prospective assistant colleague. Last but not least, you await an opportunity to be part of a prominent firm as well as a rapidly growing and dynamic team. If you are curious to find out more about this exciting position, we are looking forward to receiving your application in English (complete with CV and motivation letter) to Sabine Biland-Weckherlin at info@da-professionals.ch, SBW-11-17. Thank you.

da professionals ag – seit über 40 Jahren
Executive Assistants
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