



professionals

Our client is a globally active professional services company, based in the centre of Zug. For the CEO and founder of the young, fast-growing consulting firm we are looking for an ambitious and smart

## Executive Assistant (100%)

with a focus on effectively and efficiently supporting her superior in all administrative matters. Thanks to your competent support, proactive and forward-thinking personality, you know how to make a true difference in his hectic day-to-day business. Managing his agenda, travel arrangements and handling his correspondence is but one part of your various duties. Furthermore, you will organize, prepare and post-process his meetings. Without listing your full job description, rest assured that our client offers an extraordinary position, where you will act as the CEO's valued and trusted sparring partner.

To successfully fill this position, you have a degree in business administration or equivalent followed by minimum 2 years of professional experience. In addition, you have previously held a comparable assistant role in an international environment where you have proved your excellent command of English and German. French is considered an asset and proficiency with MC-Office applications is a given. Moreover, you will apply your outstanding intercultural communication skills when collaborating with clients and colleagues. What shapes the diverse team of specialists, is its thrive for success, commitment and spirit of solidarity. They hope you to join them, adding your professionalism to the further progression of the company. Even more so, if you have an organizational talent with high quality standards, an open mind and can-do mentality. Obviously, your insight into all relevant business information calls for utmost discretion. If additionally, you reach your full potential in a fastpaced work environment, facing its challenges with resilience and flexibility, you are our desired candidate. In summary, a strong and positive personality with drive and understanding for the needs of a busy entrepreneur will be the right match for our client.

You wish to contribute your energy and enthusiasm to a dynamic company with an informal and yet respectful culture and a motivated group of outstanding professionals? You also prefer an entrepreneurial setting where you have a voice, being an appreciated and respected key player within the company? If so, you will meet an inspiring and creative superior with a visionary leadership style and a passion for encouraging his team members to learn and excel. We are looking forward to receiving your application in English (complete CV and motivation letter) to Sabine Biland-Weckherlin, reference number SBW-09-17 at [info@da-professionals.ch](mailto:info@da-professionals.ch).

**da** professionals ag – seit über 40 Jahren  
Executive Assistants  
Florastrasse 49, CH-8008 Zürich  
Telefon +41 44 421 77 11, Fax +41 44 421 77 12  
[info@da-professionals.ch](mailto:info@da-professionals.ch), [www.da-professionals.ch](http://www.da-professionals.ch)