



professionals

On behalf of our client, a globally oriented insurance company with offices in Zurich, we are looking for an

Executive Assistant plus Office Manager (100 %) – initially limited to a six month period with an option of subsequent employment

to replace the present job holder during her upcoming maternity leave. Starting **April 2018**, you will be introduced by the current Executive Assistant to ensure a smooth handover of all of her duties during her absence until **November 2018**.

Supported by the part-time Assistant Office Manager, you will generally assist the three Senior Underwriters in all administrative matters. By managing their busy agenda, your organizational talent will have an effective impact on the smooth functioning of their day-to-day business. This includes organizing various appointments, receiving visitors and overseeing all types of meetings. You will also arrange special events, conferences and executive visits. It may appeal to you that complex international conferences and marketing activities will play a central role within your duties. Furthermore, you and your team colleague will provide creative input and support in the planning of various social happenings and corporate events. In line with the global nature of the company, you will manage complex travel arrangements from A to Z, including expense reports. You will also be in charge of screening incoming calls and acting as the entry point for a variety of topics. Demonstrating professional pride within your field of competence, you will moreover have a careful eye on the office management of the office. You have a hands-on positive attitude and will be involved in all aspects for the smooth and professional running of the office.

You will need to have significant experience working as an Executive Assistant managing complex tasks for senior executives in an international corporate environment. Likewise, this profile is directed to applicants with an excellent command of **English, whereas German and French is an advantage**. Proficiency with MS-Office applications is a given. Your service-oriented, reliable attitude helps you to drive projects forward. Anticipating tasks and taking ownership for both small and large issues at stake are some of your key strengths. 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 and set priorities independently. The joy and gift of multitasking is simply in your genes. Your exceptional interpersonal and communication skills qualify you to establish excellent working relationships while at the same time functioning independently. As a quick minded and smart personality, you will efficiently prove yourself in a fast-paced new working environment.

The role is attractive for a number of reasons. You can expect to gain an internal view of a leading global provider in its field plus the opportunity to be part of a rapidly growing and dynamic team. Our client is committed to high values such as integrity, accountability, collaboration and agility as well as the ambition to be an employer of choice. If you are curious to find out more about this exciting full-time position with a competitive compensation and benefits package, then please send your application in English (complete with CV and motivation letter) to Sabine Biland-Weckherlin at info@da-professionals.ch, SBW 9-18. We look forward to hearing from you.

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