



professionals

Our client is a global Swiss corporation in financial services headquartered in Zurich. On his behalf we are looking for a bright, initiative and outgoing

Executive Assistant (80% – 100%)

to effectively and efficiently support your superior, a C-Level Executive of the group, in all administrative and business matters. Together with your assistant colleague, you are ensuring the smooth continuation of the daily business in a competent and responsible manner. Managing his busy agenda, organizing his business trips, conducting your superior's correspondence and screening incoming calls are part of your various duties. Events have a high ranking within your wide range of tasks – be it inhouse meetings or social activities of all kind or large, formal and external conferences. In this key position, you will prioritize the vast amount of incoming information and guarantee effective communication with your superior. Producing various presentations and lists will also be expected from you. You will similarly act as a contact person for internal and external stakeholders.

You as our ideal candidate, have several years experience as an Executive Assistant at C-level in a globally oriented company. Due to our client's business line within the group, an affinity for modern technology would be beneficial. Through your previous engagements you have acquired a taste for a fast-paced working environment where no two days are alike. As an energetic personality with a watchful mind you welcome the challenge of proving yourself as both a specialist and a generalist in your field. You can rely on your organizational talent and resilience when it comes to successfully handling large workloads and multiple tasks. Your ability to prioritize together with your flexibility and creativity help you meet the numerous challenges and effectively find solutions. Your work history reflects attention to detail and outstanding accuracy in your working style. Superior coordination capacity and excellent social and communication skills enable you to comfortably servicing clients. It goes without saying that you are committed to the highest professional discretion. This globally oriented profile is directed to applicants with proficiency in **German and English**. Proficiency with MS Office applications is also expected.

Do you consider yourself a team player with a hands-on character and independent working style? If so, and the above description is appealing to you, this is a rare opportunity to operate in a dynamic global enterprise with an innovative corporate culture, a multi-cultural team and a generous remuneration system. Last but not least, you may look forward to an inspiring superior and an open-minded, team-oriented new colleague. 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-10-18. Thank you.

da professionals ag - over 40 years
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