

Administrative Assistant

Our client:

A top tier commercial bank based in Zurich

Role & Responsibilities:

- Responsible for the overall administration duties of two heads of department in line with accountabilities and responsibilities of the department
- Managing personal agenda for the Heads of department
- Preparing Regional documents for management use and meetings (presentations, reports, charts, etc.)
- Organizing internal/external meetings and conferences
- Working on adhoc projects as required

Profile:

- 3 - 5 years of professional experience in a similar role within an international company
- Perfect command of English and German (oral and written)
- Very good command of the usual IT tools

Required skills:

- Excellent organizing, prioritizing and administrative skills
- Excellent interpersonal and communication skills
- Team player, reliable, flexible with the ability to work under pressure.

Contract type: Temporary

Rate of activity: 100%

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM532507579