



## Personal Assistant of CEO H/F

### Our client:

Our Client is an independent, specialist asset management company providing innovative, tailored solutions for investors worldwide

### Role & Responsibilities:

#### Agenda/meeting management

- Keeping diary up to date
- Coordinating and fixing internal and external meetings in agenda
- Preparing document to be reviewed during meetings
- Taking minutes of meetings when present
- Ensuring proper follow-up of meetings

#### Travelling organisation

- Organising and co-ordinating travel arrangements (flights, hotel, restaurant bookings, flight pre-bookings, local transportation)
- Computing and checking travel expenses and coordinate with our accounting department

#### Administrative task

- Dealing with all forms of correspondence
- Submitting expenses
- Controlling various administrative documents
- Manage subscription to publications and coordinate with our marketing department
- Prepare PowerPoint presentations for internal meetings
- Preparing corporate brochures and material for meetings

#### Client follow-up

- Organising meeting with clients
- Preparing corporate brochures and material for meetings
- Preparing files with information about clients and prior meetings
- Ensuring proper follow-up of meetings
- Inserting information about meetings and clients in our CRM system
- Follow-up of clients and prospects files

#### Other

- Ensure back-up during absence of the Equities team Assistant for some of the equity activities
- Organise public relations meetings and make some surveys internally

### Profile:

- CFC de Commerce or equivalent
- Minimum 5 years of experience as PA of CEO or senior partners, preferably in the financial services industry
- Very good knowledge of Word, Excel, Powerpoint. Knowledge of Concur a plus.
- Comfortable with numbers
- Excellent command of French and English languages, written and spoken.
- Rigorous with a high attention to detail
- Strong organisational skills and excellent stress management
- Flexible and service oriented

**Contract type: Temporary / 8-10 months**

**Rate of activity: 100%**

**Starting date: ASAP**

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Nathalie Roche  
Ref : MM524864422