

Personal Assistant H/F

Our client:

An international private bank based in Zurich

Role & Responsibilities:

The Personal Assistant to the CEO is managing his time schedule. (S)he is monitoring calendars to ensure that deadlines are met.

(S)he is managing CEO's inbox on a daily basis, dispatches e-mails to the persons in charge and follow up on matters respecting priorities.

Furthermore the PA is scheduling meetings, setting up conference calls across multiple times zones, organizing internal and external events/ meetings, as well as coordinating venue organization. (S)he takes care of the preparation of required documents and the related meeting notes.

The PA is assisting and coordinating of all administrative tasks.

(S)he is booking business travel arrangements.

Profile:

- Minimum experience in a similar position of 5 years in an international and fast paced environment
- Excellent time management/organizational skills, ability to multi-task and prioritise while showing attention to detail, structured, problem solving attitude
- Very high level of confidentiality
- Ability to work independently but also act as team player with a hands-on personality
- Good interpersonal skills to network, communicate and interact with people internally and externally
- Very good PC skills (Outlook, Word, PowerPoint, Excel etc.)
- Excellent German and English skills (verbal and written) are essential; French and Italian are an asset

Contract type: Temporary (can be extended to a permanent position)

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Nathalie Roche

Ref : NB1312644152