

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Office Assistant 50% - Corporate Banking

Our client:

A top international corporate bank based in Zurich.

Role & Responsibilities:

- Provide a full range of administrative support to the team or office, including administration, operational, customer service, and processing support as required, ensuring deadlines are met.
- Provide a high quality service to their internal and external customers, taking ownership and using their initiative to complete necessary tasks.
- Ensure meeting papers, agenda items, presentations and MI are collated for meetings.
- Co-ordinate travel and accommodation requirements, including obtaining visas as required
- Ad hoc duties as required by the team or business

Profile:

- Relevant experience working in an administrative role or team.
- Experience of having worked in a Corporate environment
- Excellent planning and organisational skills with experience of working under pressure
- Excellent interpersonal, written and verbal communication skills
- Advanced computer and IT skills, including all Microsoft packages
- Fluent in English and German
- **Available ASAP and flexible with the work contract rate (work contract base 50% but possibility to cover absences up to 100% on case by case basis).**

Required skills:

- Ability to prioritise workload effectively
- Proven ability of using their initiative

Contract type: Temporary

Rate of activity: 50%

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM1150032009