



Newly based in Geneva, a fast growing Asset Management Company is looking to hire:

An ADMINISTRATOR (Accounting – Legal – HR – Compliance)

The job:

- Design, implement and manage accounting department.
- Ability to take on HR management as well as all relationship with our legal advisors.
- Implement compliance processes and training with the help of the Senior Partner in charge of the operations.
- Supervision of the HR administration will also be a key in this set up phase.

Required:

- Entrepreneurial spirit and strong commitment.
- Accounting education.
- Minimum of 5 years work experience in audit or consulting firm.
- Strong professional recommendations.
- Legal background is a plus.
- English as native language / Fluent in French.

Personal Qualities:

- Ability to exercise good judgment.
- Hard-working, ability to prioritize and handle multiple tasks.
- Independent, as well as collaborative within a team environment.
- Works well under high pressure environment.
- High flexibility and motivation to work in a fast-growing environment.
- Effective communicator with excellent written and other communications skills.
- Self-motivated, results oriented, attention to detail.

Please send your complete CV to:

hr@blackpearlcap.com