



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

An EXECUTIVE ASSISTANT

The job:

- Basic office management, including archiving, filing, ordering office supplies, etc.
- Basic administration of HR, insurances contracts and legal relationships for internal as well as for external.
- Travel and expense management for team, including booking international travel and filing expense reports/invoice management.
- Correspondence for or on behalf of the senior partner to managers and his direct reports.

Required:

- English as native language / Fluent in French.
- Experience in the finance industry is a must (references required).
- Excellent presentation.

Personal Qualities:

- Honest, ethical, integrity beyond reproach, ability to exercise discretion about confidential matters.
- Ability to exercise good judgment.
- Hard-working, ability to prioritize and handle multiple tasks.
- Works well under high pressure environment.
- High flexibility and motivation to work in a fast-growing environment.
- Team-work and collaboration.
- Attention to detail.
- Excellent written and spoken as well as presentation and communication skills.
- Highly professional phone “presence”, dealing with multiple senior internal and external contacts.

Please send your complete CV to:

hr@blackpearlcap.com