



Joining Mirabaud, means entering an entrepreneurial and innovative environment. With the 7th generation of the Mirabaud family working within the bank, the culture is that of a family business. With over 700 employees based in 10 countries worldwide, Mirabaud offers opportunities to develop one's career across an international network of 16 offices.

INTERNAL AUDIT EXECUTIVE ASSISTANT

60-80%

Assisting the Chief Audit Executive (CAE) with administrative organization and coordination between the various internal and external stakeholders, providing proactive anticipation and contribution in the development of efficient and effective internal audit processes.

A day in your future job:

- Proactive support to CAE with the administrative organization of the Internal Audit department (i.e. follow-up of audit plan / trainings / absences / recruitments, draft of board presentations and annual reports, classification / archive of files), incl. compliance with internal procedures, and contribution to the development of efficient and effective.
- Proactive management of CAE agenda and correspondence, back up for the agenda of Internal Audit team members.
- Organization of internal/external meetings (or events) for Internal Audit team, incl. coordination with other departments.
- Planning, coordination and assistance with Internal Audit trips.
- Quality review / proofreading of Internal Audit documentation (reports, presentations, etc.) and dispatch to stakeholders.
- Contribute to the development of Internal Audit, by coaching and sharing information/knowledge, and by proactively innovating.
- Assist in the maintenance of a culture of accountability and integrity, personally adhering to high ethical and quality standards.

Your assets to succeed:

- Extensive experience in assisting managing directors, previous experience in Audit field an asset.
- Fluent in French and English (C2 level), both orally and in writing.
- Excellent organizational and service skills.
- Strong communication skills, being clear and concise both orally and in writing.
- Efficient/effective, flexible, hard worker, autonomous, proactive, solution oriented and versatile.
- Self-motivated with ability to work effectively under pressure, good at managing stress and priorities, with personal resilience.
- Strong interpersonal skills and ability to work closely with people at all levels of the organization. Constant team spirit attitude.



Jump on the boat!

- Family-friendly and dynamic environment;
- Direct impact on the business, no matter your position or seniority;
- Work in an environment that encourages autonomy and entrepreneurship;
- Flexible working arrangements to help you achieve a better work-life balance;
- Variety of cultural and sporting activities during your free time;
- Inclusion and equal treatment;
- Various employee benefits & family friendly benefits.

Apply now: recrutement@mirabaud.com

Notes:

Only candidates with a suitable profile will receive a response, thank you for your understanding.

We will not accept any CVs from agency.