



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 750 employees based in 10 countries worldwide, Mirabaud offers opportunities to develop one's career across an international network of 16 offices.

EXECUTIVE ASSISTANT

A day in your future job:

- Proactive support to Senior Managers;
- Answer calls, manage emails and agenda and liaise with internal departments and external parties as appropriate;
- Organize and coordinate business trips in Switzerland and abroad;
- Organize internal and external meetings;
- Prepare presentations, reporting and other supporting documents for internal and external meetings;
- Copy or scan documents and take notes or minutes at meetings when required;
- Manage internal and external correspondence as well as mail and courier services as needed;
- Manage expenses and credit card;

Your assets to succeed:

- Extensive experience in assisting managing directors;
- Previous experience in assisting IT or Operations senior management.
- Strong Communication & coordination skills – clear & concise;
- Ability to interact with people at all levels of the organization;
- High sense of confidentiality;
- Self-motivated with ability to work effectively under pressure, to manage stress and priorities, with personal resilience;
- Comfortable with MS Office (Word, Excel, PowerPoint)
- Fluent in French and English

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 agencies.*