



## Management Assistant (m/f/d)

Our client is a major financial institution looking to strengthen their team as soon as possible with a:

### Management Assistant (m/f/d)

#### Your future tasks and responsibilities:

- Drafting and preparation of standard correspondence and short presentations
- Typing, formatting and copying documents
- Preparing and maintaining internal files
- Maintaining electronic and paper registration and filing systems
- Updating databases
- Preparing documents for attendees to meetings, conferences and seminars
- Organisation of meetings, conferences and business travels that fall under the overall responsibility of direct superior
- Agenda management
- Taking minutes of internal meetings
- Answering telephone calls, fax messages and emails
- Proof-reading and formatting documents
- General secretarial tasks

#### Your qualifications:

- 2 years secretarial experience
- Computer knowledge and familiarity with the MS Office suite



- Advanced level of English, both written and spoken
- Ability to take initiative, prioritise and flexibly switch between tasks and work accurately with an eye for detail
- Organisational skills combined with commitment
- Interpersonal skills and cultural awareness

### **Your professional future:**

- You will find a job in an international team that has worked on exciting and challenging topics in an innovative and creative environment.
- You will receive a performance-based compensation under attractive working conditions

Please send us your application documents including any certificates or references.  
We look forward to hearing from you!

Reference-Number: 405658A21617

### **Your contact person:**



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