

Senior Office Manager / PA for 80 - 100% (w/m) Baar (Zug), Switzerland

Dynamic, multi-jurisdictional trust and corporate services firm is looking for a Senior Office Manager to join their diverse, international, and fast paced team in Baar, Switzerland.

Your Responsibilities and Tasks would include:

- Responsible for office management and reception (within a team of 3).
- Personal assistant to senior partners.
- Responsible for friendly and service-oriented welcome and support of clients, staff and visitors.
- Ensure smooth flow of communication, including telephone calls.
- Overseeing post organization of all incoming and outgoing mail (incl. stamping, ordering couriers and forwarding mail to customers).
- Responsible for office organization, maintenance office / kitchen and managing supplies.
- Maintenance of office appliances (printers, coffee machine, shredder, etc.)
- Time registration as well as agenda coordination of partners and staff.
- Responsible for preparation and organization of meetings and meeting rooms.
- Copying, scanning, printing, and filing documents.
- Support with IT.
- Handling correspondence in German and English.
- Assist with administration and payments.
- Expense reporting, book travel expenses, petty cash.
- Scheduling and planning appointments and travel arrangements.
- Support (private) clients and partners with administration and personal matters.
- Organize Legalizations / Apostilles.
- Organize company events, planning of on-site and off-site meetings.
- Coordinate client and staff requests and provide support where needed.
- General administrative assistance to the management and staff.
- Preparing presentations and general marketing support.
- Back-up receptionist / maintain agenda and book flights.

Your Profile

- Service minded and commercial / administrative / or para legal education.
- Minimum of 3-5 years' experience in a similar position in a corporate environment.
- Strong knowledge of computer programs (Microsoft Outlook, Word, PowerPoint, Excel, Nitro, Google).

About Athos

The Athos Group is a highly respected boutique provider of trust and corporate services serving ultra-wealthy families from all over the world.

Athos has several offices in key locations worldwide while the head office is based in Baar (Zug), Switzerland.

Interest?

If this position interests you, please send your CV to: carina.santos@athos-group.com.