

On behalf of one of our clients, a small investment company based in Geneva, we are seeking an:

**Administrative Assistant/Middle Officer - 100%**

**Responsibilities**

- Ensure the phone and physical reception of clients.
- Manage agendas and appointments for the two directors.
- Organize professional travel arrangements and proceed with the bookings.
- Enter investment and deposit data from various bank accounts.
- Maintain Excel spreadsheets for specific investments assets.
- Prepare custom reports on specific investment assets (Hedge Funds & Private Equity Funds) on a monthly basis.
- Handle daily trade operations from receiving trade confirmations, monitoring and ensuring timely and efficient trade settlements.

**Profile**

- 5-year experience in a middle-office/back-office role, in a financial institution.
- Experience in Hedge Funds.
- Comfortable with administrative tasks.
- Flexible, organized, methodical.
- Able to show initiative in suggesting improvements in designing and operating databases and in the workflow generally.
- High-level commitment to job and responsible attitude.
- Rapidly available
- Fluent in French and English.

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Consultant: Emilie Joret

April 2019