

On behalf of one of our clients, based in the Canton de Vaud, we are seeking an:

Executive Assistant

Responsibilities

- Provide efficient administrative support to the Executive team and Senior Management in a highly professional manner with minimum supervision.
- Manage the daily schedules of the Executive team, ensuring meetings are prioritized and organized appropriately.
- Organize the logistics of detailed travel itineraries, including visa applications, and ensure all travel expenses are correctly processed.
- Organize logistics of all meetings and events, including video conferences, business lunches and team events.
- Manage external communications - intercept all calls and transfer to the appropriate person.
- Facilitate communication between departments and maintain strong relationships with employees and clients.
- Maintain office supplies and replenish stock when necessary, verifying invoices and ensuring all payments are made in a timely manner.
- Provide assistance to the reception team and other administrative staff when necessary, ensuring all guests are received and calls are answered.

Profile

- CFC de commerce or a Bachelor degree with 5 years of experience providing similar high level support.
- In-depth knowledge of Microsoft Office.
- Fluent in English and French
- Excellent knowledge of standard office practices and procedures.
- Strong organizational skills with the ability to multitask.
- Detail orientated.
- Excellent communication and interpersonal skills.
- Strong decision making capacity.
- Proven ability to handle confidential information discreetly.
- Highly resourceful team player.

Consultant : Emilie Joret

July 2019