



Administrative Assistant

Geneva, Switzerland

Invescap is a Swiss-based investment management company specialized in the design, engineering and distribution of best of class financial solutions globally. Established and recognized on the European market as a key market player, Invescap is now further growing its activities on the Swiss market.

As part of its development plan, Invescap is now hiring an Administrative Assistant, the position being located in Geneva, Switzerland in order to support the growing demands of the administrative activities at Invescap.

Key Responsibilities:

- To be responsible for a significant amount of key administrative functions at Invescap.
- To manage all administrative files and issue administrative documents accordingly
- To do book keeping and to prepare accounting documents at a predefined frequency
- To execute activities related to payables and receivables at Invescap
- To realize administrative projects which supports Invescap's growth.
- To provide occasional support to other operational functions at Invescap

Requirements:

- Extensive experience in the administration functions of a growing business
- Capacity to work in a growing environment and prioritize demands accordingly
- Strong organizational skills and sense of priority
- Relevant university or administrative education essential.
- Fluency in English and French essential
- Swiss citizen or holder of a Swiss work permit / Swiss permanent residency permit required.

Benefits:

- Invescap will offer to the best selected candidate a most competitive compensation level with associated benefits as well as exceptional career development opportunities.

To apply:

Please send your resume

By email to :

hr@invescap.ch

or by mail to :

INVESCAP
Human Resources Department
24 Grand-Rue CH-
1204 Genève
Suisse