

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, Switzerland.

We are looking for a qualified person to strengthen our office management team.

Receptionist / Office Management - Junior Assistant 100 % (w/m)

Tasks



- Organize Teams Calls.
- Moderate Team Calls during Internal Meetings, able to use all Team features, including sharing screen, using the Team transcription features.
- Ability to efficiently schedule meetings from Outlook, know how to utilize Outlook features, such as the Scheduler Assistant Function.
- Knowledge of SharePoint a plus.
- Software Savvy and eager to learn new software.
- As the main face at the receptionist make visitors feel welcome, prepare coffee, water etc. and accompany clients to the meeting rooms.
- Maintain the meeting rooms.
- Organize all incoming post (Including stamping, ordering couriers and forwarding mail to customers).
- Maintenance of the office applications (printers, coffee machine, shredder, etc.)
- Copying, scanning and completing documents.
- Handling correspondence in German and English.
- Organizing Legalizations /Apostilles.
- Bringing Post daily to Post Office at 17:15.

Your Profile



- Dynamic person, who can handle a fast-paced working environment.
- Self-sufficient worker, proactively initiating tasks independently and willing to hit the ground running.
- Strong Microsoft skills (Outlook, Teams, PowerPoint and basic Excel).

- IT Savvy and open to mastering new software.
- Ability to prioritize tasks.
- Organized person with a system to keep track of tasks.
- Discrete.
- Motivated.
- Ability to work collaboratively in a team as well as autonomously.
- Excellent skills in German and English (written and spoken).

What we offer:



A dynamic international working environment and very attractive working employment conditions and benefits.

Interested?

We look forward to your application letter (can be an email message) with attached CV and picture.

Athos Trustees (Switzerland) AG

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Ms. Carina Santos

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