



We are looking for:

Alpha Associates is an independent private equity, private debt and infrastructure manager and advisor based in Zurich, Switzerland. We are an international team of more than 50 and are looking for a Business/Law Student to support our Corporate Secretary / CRO. The firm is owned and managed by its founding partners and is an asset manager regulated by the Swiss Financial Market Supervisory Authority (FINMA). Our working language is English.

We manage funds-of-funds and customized accounts for institutional and private clients worldwide. We make primary fund commitments, direct co-investments and buy mature portfolios in secondary transactions.

For the reinforcement of our team, we are looking for a

Business / Law Student (40%)

You will support our Corporate Secretary / CRO and have the following tasks:

- **Collecting and organizing client information**
- **Supporting risk management projects and the maintenance of control systems**
- **Assisting with corporate secretary tasks and preparing meeting documentation**
- **Research and electronic filing**
- **Various ad hoc projects**

The ideal candidate

You must be a fast learner, efficient and diligent in performing your tasks, team-oriented, read and write German and English very well and have an interest in the private markets business. You have at least 2 years of university ahead of you so that you can stay with us for at least that amount of time. Working days are flexible. Starting as soon as possible.

Are you interested?

If you are interested in working within a dynamic international team in an environment with open communication and a flat hierarchy, please send your complete application to Daniela Watter at daniela.watter@alpha-associates.ch