

## We are looking for...

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Alpha Associates is an independent private equity, private debt and infrastructure manager and advisor based in Zurich, Switzerland. We are an international team of 50 employees and are looking for a motivated receptionist to join us. 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.

In the course of the reinforcement of our Front Desk Team, we are looking for a

### Receptionist / Office administrator 80-100%

#### Responsibilities:

- Maintain meeting rooms, reception and kitchen to a high standard
- Receive and attend our customers, visitors and suppliers
- Answer and forward telephone calls in German and English
- Receive, distribute and send mail as well as binding client documentation
- Order stationery, snacks, supplies, gifts, etc.
- Making travel arrangements
- Help in the organization of team events
- Assist the IT team in providing general support
- Administrating badges
- Perform ad hoc general administrative tasks

#### Qualifications:

- Ideally, you bring a minimum of one year of experience in a similar position. You have a stylistically confident command of written and spoken **German and English**; you act and communicate in a calm, friendly and customer-oriented manner. You are a fast learner and enjoy working in a dynamic environment where multi-tasking is key.
- You have a sociable, reliable and **motivated** personality, feel comfortable in a challenging environment and are used to organising your daily routine
- You are a team player but at the same time **efficient and diligent** in performing your tasks independently.
- If working part-time, you are flexible to cover for the other receptionist absences

**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: [daniela.watter@alpha-associates.ch](mailto:daniela.watter@alpha-associates.ch) The starting is as soon as possible or upon agreement.