



We are looking for...

Amundi Alpha Associates is a manager of private equity, private debt and infrastructure multi-manager solutions based in Zurich, Switzerland, with another hub in Paris and EUR 20b AuM. The firm is managed by its founding partners and is an asset manager regulated by the Swiss Financial Market Supervisory Authority (FINMA). Our working languages are German and English. We manage funds-of-funds and customised accounts for institutional 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 60%

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
- Organizing 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's 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 The starting is as soon as possible or upon agreement.
