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

Compliance, Risk Management and Corporate Secretary Professional (100%)

You will support our General 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 documents, reports, and presentations with a high degree of confidentiality and professionalism
- Acting as a liaison between the General Secretary and internal departments as well as external stakeholders
- Conducting research and participate in ad hoc projects

The ideal candidate

You must hold a university degree in Business Administration or a related field, 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 are flexible and motivated to learn with friendly, experienced and very diverse professionals.

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