

Founded in 2003, **Quantica Capital AG** is a leading, independent Swiss alternative asset management firm focusing on systematic investment management for institutional investors.

As a temporary replacement, from 1 February 2021 to 31 October 2021, we are currently looking for an

## **Executive Assistant and Office Manager, (60%) - temporary mission**

**Mission:** Be the right arm of the CEO and executive management team by ensuring a smooth running of the office and by managing and supporting a wide array of administrative, HR and compliance matters for the ultimate benefit of the company.

### **Your tasks**

- Collect documents to respond to DDQ requirements
- Handle compliance requests and conduct yearly anti-money laundering documentation review in close collaboration with COO
- Type, compile, prepare, translate reports (German to English and vice versa), presentations and correspondence
- List monthly and quarterly fees for all funds and accounts managed by the company and issue corresponding invoices
- Investigate invoice and or payment discrepancies
- Review and manage expense claims, examine credit card statements and collect all the necessary receipts
- Ensure management signatures and approvals of invoices from relevant employees in order to forward them to payment
- Perform additional ad-hoc duties and assignments, supervise as well as coordinate overall administrative/office activities
- Organise and protocol Executive Management Team meetings
- Support the recruiting process, manage the employee on-boarding process and coordinate HR related tasks with management
- Supervise the maintenance of all office equipment
- Act as a first point of contact: Arrange visitor reception and deal with correspondence and phone calls
- Planning of in-house or off-site activities, such as company events, celebrations, conferences
- Organize travels and meetings

### **Your profile**

- Successfully completed commercial education (KV) or maturity
- Ideally experience with a bank or financial institution
- Strong command of English and German, written and spoken, a must
- Sound experience with the MS Office package
- Accurate, independent and result-oriented working methods
- Flexibility with regard to assigned tasks
- High sense of responsibility, dynamism and flexibility
- Hands-on mentality and can-do-attitude
- High degree of organization and detail-oriented

### **Our Offering**

- Wide variety of tasks and responsibilities in a small team of highly specialized employees in the field of quantitative investment strategies
- Helpful and friendly team and attractive offices in the city of Zurich

The job assignment is limited to the period from February to October 2021. There is no possibility of permanent employment.

Please send your application including motivation letter and CV to [recruitment@quantica-capital.com](mailto:recruitment@quantica-capital.com).