

EXECUTIVE ASSISTANT TO CEO



We are expanding our team and to support our CEO as well as other senior management members, we are looking for a self-motivated and organized *Executive Assistant to CEO* which will be based in Schwerzenbach / Zürich, Switzerland and reporting to the CEO of Tectus. This is a unique opportunity to apply your skills and be part of a success story. You will be joining an international team with diverse experience and strong track record.

The Tectus group (www.tectusgroup.com) is a family owned multi-national business with headquarters in Zürich, Switzerland. The company has diverse investments and operations across different market segments: construction & engineering, devices & solutions, bio-medical, lifestyle, media and real estate.

YOUR RESPONSIBILITIES

In your role as *Executive Assistant* to CEO you will support and assist the CEO and senior management members in their daily administration and organizational tasks.

Key tasks:

- General operational support of group CEO and senior management members
- Prepare meetings and workshops, follow-up on actions and calendar management
- Prepare and distribute documentations and presentations, write meeting minutes
- Correspondence in German & English for internal and external parties
- Responsible for smooth back-office coordination
- Demanding and complex international travel management
- Reception and support of guest and VIPs

YOUR PROFILE

- High degree of discretion is a must, trustworthy and loyal personality
- Excellent command of MS-Office (Word and PowerPoint) tool box
- Any other skills like ability to write articles, flair for graphics, etc. is a plus
- Resilient and high availability, service oriented and talent for organization
- Thinking ahead, flexible and efficient working style with high attention to detail
- Confident and energetic appearance
- A diploma as “Executive Assistant” is a plus
- Minimum 5+ years of experience in a similar role
- Languages: Proficiency in German and English, any other language is a plus
- Occasional traveling, if requested

We look forward to receiving your full application (CV, letter of motivation, references and certifications) by email (hr@tectusgroup.com).