

Executive Assistant to the Secretary General & the Deputy Secretary General, 100%

Location: Zürich, starting immediately or by agreement

Founded in 1973 by the CEOs of global insurers, The Geneva Association is an international insurance think tank that produces and distributes high-quality research and analysis on global strategic insurance and risk management issues.

Our research promotes policy-related and public discussions among our members, academics, standard setters, policymakers, governments, international organisations and the public at large. The objective is to educate and develop understanding on the unique role and importance of insurance in economies and for societies through publications, conferences and active discourse with policymakers and others. The Geneva Association takes an active role in discussions with policymakers, central bankers, regulators and supervisors on behalf of the insurance industry.

POSITION

We are looking for an Executive Assistant to manage the (Deputy) Secretary General's calendar, including scheduling all appointments, business trips, phone calls, etc.

ACTIVITIES AND RESPONSIBILITIES

- Support the (Deputy) Secretary General's networking activities and manage their calendar, including scheduling meetings and phone/conference calls, organise business trips, handle participation at external conferences, etc.
- Interact in a professional manner with the offices of chairpersons and chief executive officers of insurance companies (members) as well as with associates and external collaborators
- Handle matters related to the Secretary General's office and organisation with extreme confidentiality and discretion
- Make travel arrangements and prepare detailed itineraries including background documents for meetings etc.
- Support with the preparation for Board and Associates Meetings
- Respond to mail and email correspondence for the Secretary General and Deputy as necessary
- Ensure office operations: handle phone calls and receive visitors, handle incoming and outgoing post, manage office and kitchen supplies, coordinate with facility manager, cleaning and maintenance companies.
- Organise off-site team strategy-workshops with social activities
- Cooperate with and support other departments, including arranging meetings and conference calls or support in the events organisation, if needed

REQUIREMENTS

- Minimum of five years of experience as an Executive Assistant to senior management or board in a global company or international organization
- Able to produce high quality and accurate work in a timely manner
- Excellent command of Office applications (Word, Excel, Power Point, Outlook)
- Comfortable working in a dynamic, entrepreneurial and high pressure environment



- Ability to handle multiple priorities and schedule diaries with utmost discretion
- Comfortable working with people from diverse cultures, across multiple teams in various locations
- Excellent command of written and spoken German and English: any additional language is a plus
- Exceptional interpersonal skills including a professional and diplomatic demeanor
- Service orientation, high sense of ownership
- Confidence, maturity and diplomacy to work in a challenging environment
- Dynamic and proactive team player with a hands-on mentality

Interested candidates should send their application (CV and covering letter) to:
applications@genevaassociation.org

To learn more about us, visit our website www.genevaassociation.org