



For our client, an international trading company located in Canton Zug, we are looking for a motivated and initiative personality with excellent organisational and administrative skills.

Personal Assistant D/E

Tasks:

- Provide daily assistance including managing and communicating diary commitments, completing expenses and preparing correspondence and presentations as relevant
- Liaise with the travel coordinator to ensure the effective organisation of travel arrangements
- Prepare schedule of meetings in conjunction with the board and senior management
- Prepare agendas with VP Corporate Development
- Prepare papers in advance and assemble and despatch them
- Make travel, catering and accommodation arrangements for the board
- Minute meetings and ensure follow up of action points
- Organise ad hoc meetings and conference call
- Act as a point of contact for directors
- Keep the Corporate Governance manual up to date
- Amend and update the Charters as required
- Liaise with registrars, chairman etc regarding venue, script, proxy count etc.
- Draft the central section i.e. the directors and remuneration reports, corporate governance report
- Liaise with the printers and registrars regarding preparation and despatch of the report
- Liaise with Company Secretary offices in other countries, maintenance of registrars etc, (& Group Companies)

Qualifications:

- sound understanding and experience of company secretarial systems and their administration is essential, including minute taking, preferably gained within the mining industry.
- Degree qualified, Company Secretary Diploma beneficial
- Powerpoint and comprehensive PC skills
- Competent in document design and preparation
- English and German written and spoken
- Confidential
- Attention to detail, thorough
- Flexible and resilient
- Able to manage relationships at all levels



Offer:

If you match this profile and you are interested in joining this dynamic team of professionals, please send us your complete application in English by email info@mz-personal.ch Contact: Monika Zanella