

Office Manager (40%)

ABOUT US

[Twelve Capital](#) is an independent investment manager specialising in insurance investments for institutional clients. We are also a leading provider of capital to the insurance and reinsurance industry.

POSITION

We are looking for a part-time (40%) Office Manager in our Zurich office to work on a Wednesday and Friday, job sharing with another employee who works part-time (60%).

JOB DESCRIPTION

The main responsibilities will include:

- Efficient Office Management including meeting and greeting clients and/or external visitors
- Facilities Management (including Health and Safety, First Aid and Security)
- Ordering of lunches and supplies (Stationary, groceries etc.) for the office
- Assisting team members with diary, travel and meeting management
- Organising events internally and externally
- Accounts payable and Finance (Processing invoices, expenses and petty cash)
- Administrative ad-hoc duties (Couriers, post etc.)
- Assisting the Marketing and Client Services team on an ad-hoc basis

SKILLS REQUIRED

- Commercial diploma or educational equivalent
- A minimum of 4 years' experience working in similar role and environment
- Strong attention to detail
- Proficient knowledge of MS Office
- Strong communication and interpersonal skills
- Fluent in English and German

We are offering an exciting and challenging position in a fast growing investment management firm. If you are interested in the role, then please send your complete application documents (direct applications only) to:

Twelve Capital AG
Benedicte Hartmann
Dufourstrasse 101
CH-8008 Zürich
benedicte.hartmann@twelvecapital.com