

## Recruitment of a Personal Assistant - Geneva

Maitland is an international firm providing wealth services to private and institutional clients. We provide the highest levels of expertise and competence working in a way that is uniquely personal, proactive and responsive. Family offices and institutions have trusted us since 1976 to preserve, manage and grow their assets. We work with our clients and not just for them, from offices in the British Virgin Islands, Cape Town, Dublin, Durban, Geneva, Isle of Man, Johannesburg, London, Luxembourg, Malta and Monaco. Maitland is one of the few wealth services groups with the breadth of knowledge and insight to create integrated, comprehensive global solutions.

An opportunity has arisen for a Personal Assistant to join the Legal Services team in our Geneva office.

### Summary of the position

The Personal Assistant will provide secretarial support to two Senior Associates in the Geneva office. The position will ideally suit someone with a proven track record working in a law or professional services firm.

### Outline of main duties and responsibilities

The Personal Assistant will be expected to:

- Prepare documents on Microsoft Word including invoices, copy typing, typing from audio dictation and revising documents from handwritten markups;
- Manage diaries, arrange meetings and organise travel arrangements;
- Perform general secretarial duties including filing, faxing and photocopying;
- Manage the client billing process;
- Liaise with clients and Maitland staff based in different locations;
- Assist on reception when required;
- Assist with office management when required;
- Perform other ad hoc duties and projects as necessary.

### Skills and experience required

The successful candidate will:

- Be fluent in English (additional fluency in French would be advantageous);
- Have a minimum of two years' secretarial experience in a legal or professional services environment;
- Be highly organised and efficient, with excellent time management skills and ability to prioritise tasks;
- Have excellent administrative skills with good attention to detail;
- Be professional and able to stay calm under pressure;
- Be proactive, with a strong willingness to help out where required;
- Have strong interpersonal skills and be able to communicate effectively with clients, staff and management in a number of different countries;
- Have excellent IT skills and be proficient with all Microsoft Office programmes.

### Reporting structure

The Personal Assistant will report to the Senior Associates based in the Geneva office.

### Remuneration level

Remuneration will be market related and commensurate with experience and seniority. In addition, the successful candidate will receive a competitive benefits package and be eligible to participate in the discretionary firm-wide bonus scheme.