

Paralegal Executive Assistant (100%)

About us:

LGT Capital Partners is a leading alternative assets manager with an outstanding track record. The firm has built an extensive network in the global private equity and hedge funds universe with a dedicated team of over 180 experienced professionals with 34 different nationalities. As of today, the firm manages over USD 21 billion in hedge fund and private equity investments globally. Headquartered in Pfaeffikon, Switzerland, the firm has offices in New York, London, Dublin, Hong Kong and Tokyo.

Job Information:

- Provide paralegal and administrative support to counsels;
- Handle contract execution;
- Schedule and organize board and other meetings;
- Independently lead and manage the office of the head of department;
- General administration and travel organisation.

Requirements:

- Matura or a equivalent degree;
- Paralegal or equivalent diploma;
- Business fluent in English and German;
- Proficient in MS Office;
- Strong organizational and communication skills;
- Eager to take on new challenges;
- Willing to see the "big picture" while managing the smaller tasks;
- Flexible and international mindset.

If you are interested in becoming part of an international, multicultural working environment in Pfäffikon/SZ, we will be pleased to get to know you soon.

Please send your online application by visiting our Homepag and clicking on the link (Online Application) under "LGT as employer".

For further information please contact our Human Resources Manager Nathalie Merkofer, +41 55 415 96 18

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