

Senior Secretary

SUMMARY:

In this role, you will be working as part of a flexible team, while providing high level and general administrative support to a group of allocated project leaders and principals as a team-assistant

WHAT YOU'LL DO:

- Proactive calendar management, including point-to-point travel arrangements as well as internal and external meeting coordination for multiple consultants and executives in a team-setting
- Administrative tasks include but are not limited to: time and expense reports
- Correspondence support, e.g. prepare, proofread, or edit slides
- Event management and conference planning
- Vacation coverage within a team of 2-3 assistant-colleagues

YOU'RE GOOD AT:

- Working in a demanding, fast-paced, and frequently changing environment
- Communicating effectively in a complex environment
- Finding pragmatic solutions with attention to details
- Being a part of a team with highly motivated and ambitious colleagues

YOU BRING (EXPERIENCE & QUALIFICATIONS):

- Commercial education or equivalent
- 2-3 years of work experience as a personal or team assistant, ideally in an international corporate environment
- Outstanding knowledge of English and German, both written and oral
- Proficient computer skills: MS Office, Outlook, PowerPoint

YOU'LL WORK WITH:

You will work as part of our flexible and dedicated assistant team, while providing high level of service and general administrative support to senior consultants and executives. Our work environment distinguishes itself through an open feedback culture, diversity and respect for the individual.

ADDITIONAL INFORMATION:

Location: Bleicherweg 62, Zurich
Start date: By arrangement, ideally April 2019
Work quota: 100%
Contact: Michaela Wirth, Recruiting Specialist | Phone: +41 79 501 87 83

HOW TO APPLY:

Are you ready for a new challenge? If so, please upload your application with your CV, letter of motivation, references and certificates to: <https://on.bcg.com/secretaryzurich0219>

WHO WE ARE

BCG pioneered strategy consulting more than 50 years ago, and we continue to innovate and redefine the industry. We offer multiple career paths for the world's best talent to have a real impact on business and society. As part of our team, you will benefit from the breadth and diversity of what we are doing today and where we are headed next. We count on your authenticity, exceptional work, and strong integrity. In return we are committed to supporting you in discovering the most fulfilling career journey possible—and unlocking your potential to advance the world.

EQUAL OPPORTUNITY

The Boston Consulting Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, age, religion, sex, sexual orientation, gender identity / expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law.

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