

Technology is driving change at unprecedented scale.

We are a global advisor enabling organizations to reimagine their future and create sustainable value leveraging disruptive technologies. And as part of technology leader Infosys, we have access to a global network and delivery capability of 200,000 professionals that help our consultants implement at scale. To see our ideas in action, please visit [InfosysConsultingInsights.com](https://www.infosys.com/consulting/insights).

Join our team in Zurich.

To provide full support to our Country Head and senior executives we are currently looking for a dynamic and professional

Management Assistant (m/f)

Your responsibilities

- Managing complex diaries, including scheduling & coordinating internal and external meetings, conference calls and video conferences across time zones
- Arranging national and international travel, including visa applications and organizing accommodation
- Preparing relevant documents (e.g. presentations, research, reports etc.) and taking meeting minutes
- Time and Expense recording
- Handling of correspondence in German and English and answering incoming calls
- Organizing internal as well as external events
- Close cooperation with other Assistants and acting as deputy

Your qualifications

- Commercial education (e.g. Secretarial, Administration Management) or equivalent
- At least 5 years of work experience as a Management Assistant, ideally in an international and executive work environment
- Excellent time management, planning and organization skills, able to multi-task with ease
- Distinctive analytical thinking and ability to deal with figures and numbers are a must
- Fluent in English and German, both spoken and written
- Demonstrated proficiency in MS-Excel, MS-PowerPoint and MS-Outlook
- Proactive and highly flexible personality, able to anticipate and work on own initiative and prioritize own workload
- High levels of commitment, loyalty and trustworthiness
- Team player with foresight and a good sense of humor as well as the ability to keep a level head

We offer you a great opportunity within a dynamically growing consultancy. You will discover a truly global culture, highly dedicated and motivated colleagues, a cooperative work environment and interesting training opportunities. Innovative in your approach always thinking ahead – we love proactive self-starters and we want you to come in, work your magic and bring in fresh ideas for us to work on. Does this sound like you? We are looking forward to receive your application via www.infosys.com/consulting/careers/

[Apply here!](https://www.infosys.com/consulting/careers/)