

As a leading Swiss management consultancy, we assist our national and international clients in the systematic identification, professional evaluation and successful development of their executives at senior and executive level as well as their high potentials.

To complement our well-established consulting team, we are looking for a motivated and committed:

Team Assistant Back Office

(40 - 60 %)

As Team Assistant, you are part of our Back Office team at the xgc offices in Zurich. You work side by side with our consultants in a professional, modern work environment and play a significant role in supporting our consulting projects at different stages. While having direct contact with our clients, you assist in ensuring the best quality of service and support the smooth functioning of internal processes.

As Team Assistant at xgc, your responsibilities include:

Project support

- Support in the preparation, implementation and follow-up of HR consulting mandates in close cooperation with our consulting team, e.g. preparation of project documents in English and German, IT support, etc.
- Professional reception and hospitality of (inter-)national clients
- Ensuring the highest quality of all assessment documents
- Editing and formatting presentations and project documents
- Supporting the preparation and implementation of customer and team events
- Assistance in customer relationship management
- General secretarial work

Housekeeping

- Ensuring optimal infrastructure and preparation of process premises
- Orders for daily needs / office supplies

What we are looking for in our new Team Assistant:

- Native English speaker or bilingual (native language) in English and German (other languages are an advantage)
- Professional appearance with outgoing personality and intercultural sensitivity
- Working meticulously with a good eye for details and high quality / process orientation
- Motivated team player
- Expertise with MS Office Applications and IT affinity
- Willing to work up to 100% if necessary (in exceptional cases)

If you are interested in joining our team, we look forward to receiving your application. Please send your complete application documents in digital format to François Jeanmaire: recruiting@xgc.ch