

EXECUTIVE ASSISTANT (F/M/D)

(REAL ASSETS – REAL ESTATE/PRIVATE EQUITY/DEBT)

pancura is an independent, Luxembourg based, privately owned AIFM which offers the opportunity to join a team of experts in the alternative investment fund business with a strong focus on Real Estate, Private Equity, Infrastructure, Debt and Fund of Funds. All team members bring along many years of experience gained from the major players in the market, e.g. Investment Managers, Big Four, Fund Administrators and other service providers.

YOUR RESPONSIBILITIES

- ✔ Executive support to the Board of Directors of pancura
- ✔ Handling of day-to-day administrative tasks, such as incoming and outgoing mail and e-mail, managing calendars, scheduling and preparing meetings, conferences and business trips, collecting signatures, scanning and filing of documents
- ✔ Support and coordination in marketing activities (internally, content, digital, print, events, social media)
- ✔ Preparation and review of documents and e presentations, compiling required data as the case may be
- ✔ Ongoing update of internal records and databases
- ✔ Organisation and maintenance of physical & electronical files and folders
- ✔ Office management such as dealing with suppliers

YOUR PROFILE

- ✔ 1 to 3 years of experience in a similar position preferably within the financial industry
- ✔ Fluent in German and English (both languages are mandatory), any additional language is being considered as an asset
- ✔ Excellent organisation and time management skills with the ability to prioritise
- ✔ Excellent communication skills - written and verbal, polite and professional communication via phone, e-mail and mail
- ✔ Attention to detail and problem solving skills
- ✔ Strong knowledge in MS Office
- ✔ Motivated, organised, proactive and flexible with the ability to work both autonomously and in a team
- ✔ Experience in social media activities

OUR SERVICES FOR YOU

- ✔ Unlimited employment contract with flexible working hours/good work life balance
- ✔ Competitive salary package
- ✔ Annual leave above legal minimum
- ✔ Space for individual responsibility and initiative
- ✔ Regular, individually tailored opportunities for continuing professional development
- ✔ Diverse working environment in a central location
- ✔ Friendly and dynamic team with flat hierarchies and a family-like atmosphere
- ✔ Attractive social benefits
- ✔ Variety of team events
- ✔ Lunch vouchers

OUR NETWORK

