

EST S.A.

FINANCIAL & FIDUCIARY SERVICES
ESTABLISHED IN 1995

EST S.A. is a licensed and regulated financial consulting and corporate services company established in 1995 in Geneva, Switzerland. We provide skilled and efficient services in company incorporation and management, commodity & trade finance, insurance, yacht and vessel registration and fiduciary services to our clients from various jurisdictions and industries.

We are looking for a Platform assistant (60%-100%) who shall assist the Relationship managers in their daily work.

Responsibilities:

- Provide administrative support to the Relationship Managers
- Manage incoming calls, emails, and correspondences
- Ordering office supplies, setting up meeting rooms
- Organise and maintain files, records, and documents
- Any other duties as assigned

Skills and Experience:

- Fluency in French and English (written and spoken)
- Very good knowledge of Microsoft Office tools
- Basic knowledge in accounting and/or finance
- Holding a Commercial Maturity or a Commercial CFC
- Autonomy and confidentiality
- Swiss residency

Position is to be filled as soon as possible

If you wish to apply, please submit your resume to delfin@estgeneva.ch

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