

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 seeking a motivated and detail-oriented student to join our team as a part-time. In this role, you will support our office by assisting with various administrative tasks, including document archiving, data entry, and other clerical duties. This is an excellent opportunity for a student looking to gain practical experience while balancing academic commitments.

Responsibilities:

- Manage correspondences
- Setting up meeting rooms
- Organise and maintain files, records, and documents
- Any other duties as assigned

Skills and Experience:

- Strong organizational skills and attention to detail
- Fluency in English and French
- Holding a Commercial Maturity or a Commercial CFC
- Autonomy and confidentiality
- Swiss residency

Please note that we offer flexible work schedule that can be adjusted to fit your class schedule and exam period.

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

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