



The swisspartners Group is an independent Swiss financial services provider that has been dedicated to the needs of its international private clients for 25 years. "Assets in trust" was the motto when the company was founded. At the Zurich, Geneva, Vaduz and Feldkirch locations, around 120 employees develop and market individual and tailor-made solutions in traditional asset management and comprehensive asset structuring.

swisspartners Marcuard Heritage AG is specialized in wealth planning solutions. For our international high net worth clients we realize customized and innovative wealth planning structures. To strengthen and support our trust and corporate services team in the heart of Zurich, we are looking for someone with a dedicated, initiative and experienced personality as an

Assistant Trust Officer 100% (f/m)

Your tasks with us

- Assist in the administration and management of several structures (including Trusts, Investment Companies, Foundations, Private Trust Companies, etc.), for internationally oriented clients with business groups
- Draft resolutions, minutes, meeting notes and any supporting documentation as required
- Work directly with banks, accountants and other related parties to ensure proper administration of the structures
- Completion of the administrative work related to the above-mentioned tasks under the supervision of the Partner
- Take care of general office administration and correspondence
- General support to the trust and corporate services team and support in ad hoc projects

Our requirements for you

- Completed commercial apprenticeship and 2-3 years' experience in international trust and corporate business
- STEP Diploma or studying STEP
- Ability to think proactively and to anticipate needs and issues
- Enjoy to work in a dynamic, fast-paced and deadline-oriented environment
- Team player with strong interpersonal and time management skills
- Fluency in German and English, a european language such as Spanish would be an asset

If you have a responsible and flexible personality with an exact working method and high quality standards we offer an interesting challenge in a motivated, dynamic and performance-oriented environment. We look forward to receiving your completed application documents with photo on these links:

[Link for candidates](#)

[Link for consultants](#)