

## Team Assistant, Sales and Marketing (100%)

Start Date: September 1, 2019 or by agreement

Location: Location: Zurich, Switzerland

If you are interested in applying for this position, please click [here](#) to submit your application.

### About RepRisk

RepRisk is a global leader and pioneer in data science, specializing in premium ESG and business conduct risk research and quantitative solutions. Since 2006, RepRisk has been leveraging artificial intelligence and curated human analysis to translate big data into actionable business intelligence and risk metrics. With daily-updated data synthesized in 20 languages using a rules-based methodology, RepRisk systematically flags and monitors material ESG risks and violations of international standards that can have reputational, compliance, and financial impacts on a company. Our flagship product, the RepRisk Platform, is the world's largest database of its kind, consisting of 120k+ public and private companies and 30k+ projects of all sizes, in every sector and market. Leading organizations around the world rely on RepRisk as their key due diligence solution to prevent and mitigate ESG and business conduct risks related to their operations, business relationships, and investments. Learn more at [www.reprisk.com](http://www.reprisk.com) and follow on Twitter: [www.twitter.com/reprisk](https://www.twitter.com/reprisk).

### Job Description

This position plays a key role in supporting RepRisk's growth and global reach. The Executive Assistant will act as the right-hand of the Executive Vice President Sales and Marketing, which oversees RepRisk's global client base, sales activities, marketing and communications, and partnerships. He or she will work closely with each of the department heads (Sales, Client Relationship Management, Marketing and Communications, Partnerships) to drive forward strategic initiatives and ongoing projects.

The position reports directly to the Executive Vice President Sales and Marketing, based in Zurich, Switzerland.

His or her primary responsibilities are as follows:

- Serve as Executive Assistant and right hand to the Executive Vice President Sales and Marketing
- Act as secretary to Sales and Marketing Management Team, participating in the corresponding meetings, following up on the decisions and action items

- Serve as a liaison and work closely with the respective department heads to support and drive forward activities such as department planning, budget, and controlling activities
- Prepare internal and external presentations, business cases, and editorials
- Provide administrative ad-hoc support to the EVP and to the department heads

## Candidate Profile

You are highly-organized, client-oriented, with an approachable personality and ability to connect with all hierarchies. Furthermore, you are people-oriented and results-driven, have demonstrated presence and energy in past positions or projects, and maintain a pragmatic outlook without compromising quality.

Getting up and running quickly in different areas of business and working and communicating across cultures should be among your established skills.

The position requires strong self-management and the ability to deliver agreed-on tasks and to manage expectations even when under pressure. You are therefore a resourceful problem-solver, enjoying the challenge to bring tasks to a successful conclusion. Importantly, you are willing to go the extra mile to achieve the best outcome for RepRisk and our clients.

Last but not least, you are passionate about ESG issues and strive to achieve something meaningful.

## Education and Experience

- Education background in related field is an advantage
- Experience in a fast-paced, high-growth business
- Fully fluent and excellent verbal and written communication skills in English. Any other major business languages, in particular German or French, would be an advantage
- Strong project management skills, maintaining a pragmatic approach without compromising quality
- Advanced skills in MS Word, Excel, and PowerPoint are essential
- Experience in the financial services, especially with banks, insurances, or investment managers, would be an advantage

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**Please note that at this time we will only consider candidates with a valid work permit for the respective location you are applying for.**