

Family Office Administration Coordinator 30 - 40%

(m/w/d)

About us

We are an international Family Office dedicated to a single family owning a private investment group with activities and investments across several European jurisdictions.

To strengthen our presence in Liechtenstein, we are looking for a reliable and well-organised professional to support the day-to-day administrative operations of our local office.

Your responsibilities

- Maintaining corporate records and documentation for companies and foundations
- Coordinating document execution and signature processes
- Liaising with banks, legal advisors, and fiduciary service providers
- Supporting administrative matters related to banking relationships
- Coordinating documentation requested for compliance and KYC processes managed by the head office of the Family Office
- Monitoring corporate deadlines and maintaining document registers
- Handling incoming correspondence and courier deliveries
- Supporting meetings and administrative activities in Liechtenstein
- Acting as the local administrative contact for external service providers
- Acting as an office manager, taking care of local administrative / office matters.

Your profile

- Experience in corporate administration, fiduciary services, legal administration, banking or Family Office
- Very good German and English language skills
- Excellent organisational skills and attention to detail
- Ability to work independently and manage multiple tasks
- Professional, reliable, and discreet
- Good knowledge of Microsoft Office

Preferred

- Experience working with Liechtenstein or Swiss corporate structures
- Familiarity with foundations, trusts or corporate service providers

We offer

- Part-time position (30–40%)
- Long-term employment in a stable international organisation
- A professional and collaborative working environment
- Close cooperation with experienced legal and external advisors
- Close cooperation with foundation council and management board (and attending/participating council and board meetings)
- Modern office located in Liechtenstein
- A high level of autonomy and responsibility
- competitive salary

Does this opportunity appeal to you? We look forward to receiving your complete application by e-mail at annika.foser@marxer.law. Should you have any initial questions, please feel free to contact us by e-mail.