



Monterosa is an independent financial services group with a global footprint, administering assets in excess of USD 10bn. The Group was founded in 1996 and provides investment solutions for emerging and developed markets. Our closely-knit team of over 70 professionals represents more than 15 nationalities at our offices in Balzers (Liechtenstein), Bermuda, Dubai, Hong Kong, Port Louis (Mauritius), Singapore and Zurich (headquarters).

To strengthen our team at Anarosa Asset Management Ltd. in Balzers (FL), we are looking for a highly motivated and qualified

CORPORATE & PRIVATE MARKETS SUPPORT (100%)

In this function you will support the Head Private Markets in a broad, dynamic and globally oriented position.

Responsibilities

- Administrating and performing corporate secretarial tasks for our group companies and incorporating new group companies
- Incorporating and managing special purpose vehicles (Swiss and offshore companies)
- Supporting the administration of regulated funds such as but not limited to, incorporation of funds, account opening, updating of corporate documents
- Supporting the legal & compliance team in relation to AML monitoring, regulatory filings, FATCA reporting, standard agreements and documentation
- Support of internal teams in their daily business e.g. bank account reviews, payment instructions
- Supporting of the Private Markets Team in performing corporate due diligence on investee companies, buyers and sellers
- Administrative support of the Business Development Team

Requirements

- Experience of at least 2 years in the financial services industry (corporate services, transaction services, family office, trust etc.) and fund/offshore industry desired
- Higher education e.g. FH or Bachelor's degree in business administration or finance preferred. Additional diploma/s considered a plus (STEP, CAIA)
- Self-starter, structured and exact, pragmatic but with high level of attention to detail
- Ability to stay organised in an agile project environment, to handle and structure complex tasks and processes efficiently, accurately and on time
- Excellent interpersonal and communication skills and high level of service orientation
- Fluency in English, German and any other language a plus

**In addition, you**

- are equally passionate about your work as you are about other interests outside your workplace
- are looking for a company which is committed to the personal well-being of its employees
- enjoy working in a family-run, independent company with a long-term view

Our offering

We believe in diversity, creativity, empowerment and equal opportunities. We work in small, highly qualified teams with short decision-making processes and a high level of flexibility. We empower our people and support them in their professional development.

Do you have a strong customer-centric mind-set and a passion for people? Then please submit a complete application, including a cover letter in English, CV, references and degree certificates to Mrs Deborah Thoma Monterosa Services AG, Gutenbergstrasse 6, CH-8002 Zurich, jobs@monterosagroup.com.

For further information about the Group visit www.monterosagroup.com