



## **Office Manager (60%-100%)**

We are looking for an Office Manager to join our team.

10 signals you're the right candidate for us:

- You are looking for new opportunities in a fast developing fintech company
- You are a dedicated self-starter and can work on your own and in a team
- You are a natural collaborator and enjoy working with a cross-functional team
- You are proactive, with an entrepreneurial mindset and strong communication skills
- You want to achieve big goals with great colleagues
- You like to go the extra mile – for our clients and your colleagues
- You are not afraid of change and want to learn new things
- You are reliable and well organized in your work
- You are pragmatic and understand how to structure your daily work to achieve long-term goals
- You are ready for the future of Wealth Management

What we do:

Altoo is a Swiss Fintech based in Zug, with a team of 24 highly skilled software engineers, experienced investment specialists and experts in digital customer experience. Altoo is reimagining how our clients view and interact with their wealth and looking at the financial industry with fresh eyes gives us interesting opportunities to tap on.



How can you help us? We are looking for a colleague with:

- Proven work experience in the field of Office Management and Management Support
- Knowledge in Finance and HR related topics
- A responsible and structured way of working as well as assertiveness, reliability and discretion
- Strong interpersonal and communication skills
- Flexibility to interact in fast growing environment
- Affinity for disruptive technology in Wealth Management and expertise in financial matters
- Fluent in German and English

If we have spiked your interest, we are looking forward to hearing from you. Please contact us directly via [talent@altoo.io](mailto:talent@altoo.io)