

Chief Executive Officer Assistant

Location : Geneva
Start date : to be defined
Activity rate : 100%

About BCP

Established in 1963 as a Swiss Bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its Banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates a branch in Luxembourg and Dubai DIFC. More information can be found at <https://www.bcp.bank/en>

About the role

The Chief Executive Officer's assistant plays a key role in ensuring the CEO remains organized, efficient, and focused on strategic priorities. This position requires a proactive, highly detail-oriented, and multi-tasking professional who can manage a variety of responsibilities with discretion and confidentiality.

Key responsibilities

- Proactively manage the CEO's calendar to optimize time and priorities
- Schedule meetings, follow-up on engagements and advise on priorities.
- Coordinate internal and external meetings, and business lunches.
- Coordinate with Facility for internal lunches.
- Handle incoming emails and calls, responding or escalating as appropriate.
- Prepare, edit and manage correspondence and any other documentation.
- Serve as a liaison with internal and external stakeholders, including senior executives, clients and partners.
- Assist the General Management Committee with invitations, agendas and related administrative support.
- Coordinate Board of Directors meetings, including logistics, external diners and document circulation.
- Coordinate Board members related travel arrangements with Facility team.
- Support Board members with administrative inquiries whenever needed.
- Organise and maintain filing systems, records, mailing list and contacts database confidentially.
- Assist in expenses reporting and invoices processing as needed.
- Manage yearly tasks such as Christmas cards and clients' gifts.
- Support the CEO's personal affairs, including insurances and other administrative tasks.
- Serve as the Receptionist's back-up on a priority basis, whenever needed.
- Oversee office tidiness at all times.
- Maintain strict confidentiality in all business and personal matters.

Your profile

- Proven experience in a similar position
- Experience in an international environment
- Excellent presentation
- Strong command of Microsoft Office
- Fluent in English and French
- Outstanding organizational and time-management skills
- Strong communication, problem-solving and customer service abilities
- Proactive, with ability to anticipate needs



- Adaptable to changing priorities
- Ability to handle confidential information with integrity
- Sound judgment and high degree of professionalism
- **Resident in Switzerland**

What we offer

- A dynamic and multicultural work environment.
- An inclusive culture where empowerment and creativity are encouraged.
- A competitive compensation package.

Application process

Please submit your complete application file including your **cover letter, CV, work certificates, and diplomas**.

Response timeframe

Please consider that your application was not selected for this position if you do not receive a response from us within **three weeks**. We appreciate your understanding.

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