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**Function:** Team Assistant 50% / Finance Assistant 50%, Private Equity  
**Entry level:** Analyst or Associate  
**Location:** Zurich, Switzerland

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Mill Reef Capital is a Zurich, Switzerland based, highly specialized private equity secondaries investor focusing on proactively sourced investment opportunities in the smaller, non-traditional secondaries market. Founded in 2019, the firm has experienced strong growth and demand from institutional investors. To strengthen our team, we are looking for a new joiner as Analyst or Associate to support the team as well as assist the finance department.

**Your Tasks - Team Assistant (50%):**

- Provide administrative support and assistance for multiple team members
- Assist with travel logistics, visa preparation, flights and accommodation
- Organize meetings, conferences, events and off-sites
- Maintain and update internal data and contact information in the CRM
- Act as office manager

**Your Tasks - Finance Assistant (50%):**

- Process invoices and follow up with clients, suppliers and partners as needed
- Record accounts payable and accounts receivable
- Support the finance department in annual audits
- Support HR administration including expense management
- Perform other related duties and special projects as needed

**Your Profile:**

- Commercial degree and/or higher education in business administration or equivalent
- At least 3 years working experience in an administrative / executive assistant role
- Proficient in MS Office and demonstrated ability to quickly learn new software tools
- Proactive hands-on approach; working independently in a fast-paced environment
- Excellent command of German and English, any additional language is a strong plus

**What we Offer:**

- Join a successful and very ambitious team, driven by clear common goals
- Benefit from flat hierarchies and a very meritocratic work environment
- Competitive compensation, which is comprised of base salary and variable component

**Process:**

Please send your full application to [recruiting@millreefcap.com](mailto:recruiting@millreefcap.com)