

Part-time (Back-)Office Assistant

in Asset management

Sirius Investments, a growing Prague-based asset management firm is seeking to employ an assistant to assist with the investment process.



THE IDEAL CANDIDATE WILL HAVE

- **High-school or higher education.**
- **Outgoing personality.** Dealing with clients and with business partners.
- **Good Command of English and Czech.** Ability to speak and write in both languages.
- **Solid time-management skills and attention to detail.** Ability to work without mistakes.
- **Computer Skills.** MS Office (Outlook, PowerPoint, Word, preferably also Excel).

WHAT YOU WILL DO

- **General administrative duties.** Preparation of client contracts and other documents. Organization of business trips and meetings. Communication with accountants, banks, fund administrator etc. Ordering of office supplies. Management of the flow of accounting documents.
- **Interaction with clients.**

WE OFFER

- **Fun, Dynamic, International team.** Where Performance and Commitment are rewarded.
- **Informal, non-corporate work environment.**
- **Competitive Remuneration Based on and Rising with Ability.** Fixed Salary + Bonus.
- **Employment Benefits.** Phone. Notebook. Meal vouchers. Contributions to Pension Plan. Sport activities. Training. Flexible working hours.

Sirius Investments concentrates on the field of "Alternative Investments" which are investments in assets not usually traded on exchanges. The multi-national investment team works in the English language and invests globally.

Please submit your CV with an email explaining why you are qualified to the following address:

sylva.blackburn@siriusinvestments.cz