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## Shaping wealth for generations

For over 200 years, Rothschild's freedom to offer objective advice and our commitment to personal service have combined to shape and grow our private clients' wealth, building value for generations. Our dynamic growth and ambitious targets in relation to quality, innovation and reliability have created a need for the following position:

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# Junior Marketing Assistant

## Fixed-term contract for 6 months with try & hire option

<b>Line Manager</b>	Senior Marketing Manager Switzerland
<b>Work rate</b>	100%
<b>Target of the role</b>	To support execution of Wealth Management & Trust's marketing plans in all locations
<b>Main tasks</b>	<ul style="list-style-type: none"><li>▪ Event organisation – organise in-house client events and external client events (50% of the work)</li><li>▪ Marketing materials – support the production of regular and ad hoc brochures and publications from concept through to final delivery, working with internal stakeholders and design agencies</li><li>▪ Review German investment literature translations</li><li>▪ Website – support ongoing maintenance and development; liaising with internal teams regarding content edits and uploads</li><li>▪ Intranet – support creation of digital content</li><li>▪ PR - Participate in the PR planning in target markets, working with media agencies</li><li>▪ Organisation of the local Corporate Social Responsibility programme</li><li>▪ Support marketing efforts of various Rothschild Wealth Management client teams across locations</li><li>▪ Budget – handle invoices, track spent cost vs. budget</li><li>▪ General support to the marketing team</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>▪ Commercial degree</li><li>▪ Advanced knowledge of Microsoft office products (Word, PP, Excel)</li></ul>

**Experience, qualifications  
and other requirements  
specific to the role**

- Work experience in a related function, preferably in Financial Services
- Sense for an ultra-high net worth client segment
- Experience/general passion for Marketing
- Willingness to learn and develop
- German native speaker with excellent writing skills
- Fluent communication skills in English (written and spoken)
- Excellent interpersonal skills – must be able to communicate clearly and effectively
- Good organisational and time management skills with the ability to prioritise workload, multi-task and work to tight deadlines
- Proactive attitude with the ability to demonstrate initiative, reliability and attention to detail, especially across written and numerical content
- Team player
- Flexibility, “can-do” attitude, seeking continuous service improvement, high quality standards