

---

# Role Description

---

## Executive Assistant to the Chairman

---

Line Manager	Chairman
Work rate	100%
Scope and impact	<ul style="list-style-type: none"><li>▪ Managing the delegation in the absence of the Chairman</li><li>▪ Operates globally</li><li>▪ Deputy Executive Assistant to the CEO</li></ul>
Target of the role	<ul style="list-style-type: none"><li>▪ To provide daily assistance and secretarial support to the Chairman</li></ul>
Main tasks	<ul style="list-style-type: none"><li>▪ Meets the day-to-day administrative and organisational needs</li><li>▪ Monitors the Chairman's emails/calendar/phone calls and follows up as appropriate in order to ensure efficiency and time management</li><li>▪ Responsible for the organisation of the agenda and appointments</li><li>▪ Handles general correspondence and prioritises emails addressed to the Chairman</li><li>▪ Prepares and manages travel arrangements and expenses</li><li>▪ Organises, coordinates and prepares internal &amp; external meetings, conference and video calls and business trips</li><li>▪ Liaising with direct reports, clients, intermediaries and other Rothschild offices on various topics</li><li>▪ Electronic / hard copy filing relevant documentation</li><li>▪ Deputy Executive Assistant to the CEO</li><li>▪ Takes initiative to manage deadlines and keeps an overview on behalf of the Chairman</li><li>▪ Calendars and contacts are always up to date</li><li>▪ Effectively handles internal &amp; external calls and takes appropriate actions</li><li>▪ Responsible for incoming and outgoing correspondence</li><li>▪ Pre-screens mails and answers them independent as soon as possible and structures the remaining mails to collect the answers or other actions to be taken from the Chairman</li><li>▪ May take minutes of meetings (Divisional Management Committee and Credit Committee during absence of the Company Secretary)</li><li>▪ Ensures information flow to all relevant parties</li><li>▪ Manages and/or monitors various administrative tasks: i.e. absences, performance reviews, invoices</li><li>▪ Provides ad hoc assistance</li><li>▪ Handles sensitive information with discretion</li><li>▪ May be involved in projects and initiatives</li></ul>

- Works independently
- Gathering and processing information, creating presentations (upon request) and preparing documents
- Evaluation of locations of venues and organisation of events (Divisional Management Committee offsites or Senior Management meetings)
- Coordinates the dates for Board Meetings, Divisional Management Committees and Quarterly Performance Reviews
- Manages and organizes logistics for the Board members and Divisional Management Committee members in-house and abroad including preparation of documentation and assistance during the meetings
- May support with external mandates

**Experience and educational qualifications**

- Commercial or secretarial training
- Several years of professional experience as an Executive Assistant
- Previous experience in dealing with clients (internal/external)
- Excellent computer literacy (MS Office)
- Knowledgeable about the business environment
- Solid German and Business English (written and oral at CAE-Level). French is an asset

**Additional skills & competencies**

- Reliable, precise, conscientious, trustworthy and professional. Helpful, co-operative, hands on approach, constructive, self-motivated, positive minded and at ease in everyday working situation especially when facing clients and representing the Bank. Ability to make good judgement calls, works well under pressure and prioritise. Loyal, discrete, displays and understands the cultural sensitivity required in Rothschild. Taking ownership, forward thinking and strong communication and organizational skills.

If you are curious to learn more about us and have valuable experiences, then please send your CV with supporting documents and cover letter to Barbara Ursprung, Human Resources (E-mail: [barbara.ursprung@rothschildbank.com](mailto:barbara.ursprung@rothschildbank.com)).