

CLINIQUE LA PRAIRIE

SWITZERLAND

CLINIQUE LA PRAIRIE THE ART & SCIENCE OF LIFE CLINIQUE LA PRAIRIE HOLISTIC HEALTH

Clinique La Prairie's commitment is to help and inspire our guests to live a healthier, longer and better life. Our holistic approach to medical wellbeing uses a combination of progressive medical expertise, internationally trained SPA therapists and an exciting collection of traditional and alternative philosophies. All our programs are built on our 4 pillars for longevity: MEDICAL CARE, NUTRITION, MOVEMENT and WELLBEING.

We are looking to recruit our new **Executive Assistant to CEO and to Executive Committee FR/EN/IT 100% - H/F**

Reporting directly to the CEO of Clinique La Prairie and Clinique La Prairie Holistic Health, your main duties will be as follows:

The Executive Assistant provides administrative support to CEO and to his direct reports. To be successful in this position, the candidate must be results oriented, have the demonstrated ability to effectively prioritize workflow and tasks and must have high standards of ethics and confidentiality to handle sensitive information

Responsibilities

- Coordinate the CEO's schedules, appointments, reservations and travel arrangements
- Organize meetings involving multiple senior executives and team members
- Handle internal communication with stakeholders
- Coordinate and organize internal events
- Screens unsolicited telephone calls and visitors
- Assist with the preparation of business presentations
- Assist with monthly reporting and occasional ad-hoc reporting
- Consolidate data from various systems and prepare the dashboards
- Assist with broader communication both internal and external
- Assist project managers in project administrative tasks
- Handle occasional purchase orders

Requirements

- Previous experience in a senior administrative position
- Strong technical PC skills with Office365
- Proficiency in French and English, Italian is a plus
- Detailed oriented
- Willingness to learn new tools and processes
- Proven ability to effectively prioritize workflow
- Strong organizational skills
- Excellent interpersonal written and oral communication skills
- Ability to exercise good judgment, show initiative and be proactive
- High standards of ethics and confidentiality to handle sensitive information

If you are this person, please join us!

You can send your application file to talent@laprairie.ch our recruitment team will contact you as soon as possible.

For more information about our organisation :

<https://www.cliniquelaprairie.com/fr> et <https://cliniquelaprairiemedical.com>

Clinique La Prairie
Human Resources Team