



## Governance & Institutional Relations Assistant

### THE JOB OFFER:

**Position:** Governance & Institutional Relations Assistant

**Dedication:** Full time (40 hours/week),

**Location:** Frankfurt a.M.

### ABOUT EFFAS:

EFFAS is a non-for-profit umbrella organization of 15 societies of investment professionals in Europe, representing more than 20.000 Financial analysts, Asset Managers, Pensions Funds Managers, Corporate Finance Specialists, Risk Managers and Treasurers and other professional profiles of the investment profession.

The European Federation of Financial Analysts Societies (EFFAS) has an international work environment that promotes ideas, designations recognized at European & worldwide level, embraces change, and provides opportunities to every of its members' societies. We are on a fast track within the financial market industry and are seeking a highly skilled professional to take us even further.

### YOUR MISSION:

Direct report to the Managing Director at EFFAS Germany, working in the offices of Frankfurt a.M, your mission is to support the Managing Director and Executives at EFFAS, to ensure the excellence in planning, development, implementation and follow up of Governance and Institutional projects and tasks.

### RESPONSIBILITIES:

- **Office Support:** Provide high-level office support to executives, managing calendars, scheduling meetings, coordinating travel arrangements, and preparing necessary documentation in English.
- **Communication:** Serve as the primary point of contact for internal and external stakeholders, answering phone calls, emails, and inquiries in a professional and timely manner. Facilitate effective communication between executives and various departments.
- **Documentation and Correspondence:** Prepare a wide range of documents, including reports, presentations, emails, and other correspondence.
- **Confidentiality:** Handle sensitive and confidential information with the utmost discretion and professionalism, ensuring data security and always maintaining confidentiality.
- **Meeting Support:** Arrange and coordinate meetings, including organizing agendas, preparing materials, and taking detailed minutes in English. Follow up on action items to ensure timely completion.
- **Event Coordination:** Assist in planning and organizing company events, conferences, and meetings, including logistics, catering, and guest coordination. Coordinate with the travel agency and the executives travel itineraries, including flights, accommodations, transportation, and visas, ensuring executives' travel plans align with their schedules and preferences.



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- **Relationship Management:** Build and maintain positive relationships with internal and external stakeholders, including clients, partners, vendors, and team members. Maintain the CRM accordingly.
- **Other Duties:** Undertake ad-hoc tasks and assignments as directed by the executive team to support the smooth functioning of the company.

### YOUR PROFILE:

- University degree in Business-economics, Political Science, International Relations or related degrees.
- Minimum of 2 years experience as an executive assistant and/or in project management, preferably within the finance industry and/or associations.
- English total fluency (C1 and above spoken and written).
- German fluent (B and above spoken and written)
- French fluent (B and above spoken and written)
- Strong attention to detail and accuracy, ensuring the quality of work delivered.
- Proficient computer skills, including MS Office Suite (Word, Excel, PowerPoint, Outlook), CRM software and other relevant software.
- Excellent communication and interpersonal skills, with the ability to interact confidently and professionally at all levels.
- High level of professionalism, discretion, and integrity, with the ability to handle sensitive and confidential information.
- Strong problem-solving skills and ability to think critically and independently.
- Flexibility and adaptability to changing priorities and work demands.

### THE OFFER:

- Competitive salary commensurate with experience.
- Annual pass for public transportation within the Frankfurt City.
- Supportive and collaborative work environment.
- Professional development and paid training.
- Remote work flexibility.
- Company equipment: access to a Notebook and headphones (for the duration of the employment).
- Office based in Metropolitan Frankfurt Area.

### HOW TO APPLY:

Please, send your updated resume, and cover letter to Carlota Navarro, Talent Acquisition Director at We Find Group:

[carlota@wefindgroup.com](mailto:carlota@wefindgroup.com)

All data will be handled in accordance with the data protection policy and with strict respect of confidentiality.