

Team Assistant (f/m)

About XTP

XTP is the market leader for implementation efficiency in institutional asset management. Our customers are large institutional investors such as pension funds, insurers and reinsurers. With our big-data-driven, bottom-up and forensic approach we create transparency about costs, process performance and risk of their investments across all asset classes. We take a holistic view on the investment process covering asset management, trading, administration, custody, etc. as well as their interdependencies. Our team has a profound understanding of global capital markets. Overall, we have analyzed more than 2.5 trillion EUR in assets with our proprietary software and benchmarking data-bases.

Our customers benefit from a risk-free increase of the net return on their assets. What we do is for a good cause – the savings we generate lead to higher pensions. We reduce information asymmetries and help to increase the fairness, transparency and efficiency of the financial sector.

XTP is a young, innovative, tech-driven and entrepreneurial company. We operate sites in Frankfurt and Munich (Germany), Zurich (Switzerland), Copenhagen (Denmark), and New York (USA).

Your Activities

- Administrative support for local management and sales team; assist us in our daily client facing operations
- Arrange calls and coordinate meetings
- Handle incoming calls
- Welcome our guests
- Take care of all office management related matters
- Assist us in improving our document management system
- Facility management – you coordinate suppliers and servicers
- Take care of conference rooms and organize events

Your Profile

- You always keep a positive attitude even if things are a little hectic
- You like to organize things in a structured and traceable manner
- Practical experience in office management is a must
- You are a self-driven, very well organized and result-oriented team player
- If you spot improvement potential you take the initiative and make it happen
- You pay attentions to details other don't even see
- Excellent communication skills
- Very good MS Office skills, especially in Word and PowerPoint
- Highly proficient in English and German

Become part of our vision and actively reshape the future of capital investment with us!
Apply at jobs@xtp-group.com (cover letter, CV and all relevant transcripts).