

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, forensic approach we create transparency about costs, process performance and investment risk across all asset classes. We take a holistic view on the investment process covering asset management, trading, administration, custody, etc. 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 databases.

Our customers benefit from a risk-free increase in net return on their assets. What we do is for a good cause – the savings we generate lead to an increase in the size of pension funds. 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 are present 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 services
- 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 attention 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).