

Hiring for

Management Assistant

(Spain, Portugal, Germany, Austria)

True North Partners LLP is an independent consulting firm with presence in Amsterdam, Frankfurt, Johannesburg, London and Madrid. We have extensive global experience and industry recognition in the financial services, risk management and finance communities.

True North Partners is uniquely distinct from the typical consultant firms due to the following:

- Being a boutique consulting firm focused on risk, finance and strategy, we deliver innovative concepts and methodologies
- Working across multifaceted competencies of risk, finance and strategy we overcome the traditional silo thinking and offer client-specific solutions as well as sustainable implementation development strategies
- Being people driven we allow members of all levels to actively participate in the running and development of our young firm

What we expect

We are looking for a proactive and dynamic assistant to support our management group:

- At least 5 years' experience working as personal, team or executive assistant
- Organized and methodical approach, good in structuring and prioritizing
- Energetic and self-driven, keen eye for areas where to support
- Strong dedication to quality and a basic sense for figures and numbers
- Fluent in English, Spanish and German

The key responsibility areas would include but not be limited to:

- Provide executive support for 5 partners in Europe
- Diary management; Anticipating schedule conflicts and prioritizing key objectives
- Sending out relevant communication and follow-ups
- Supporting tender processes (exchange with stakeholders)
- Setting up first drafts / finalizing contracts with clients
- Support onboarding consultants at clients (logins, IT-access, forms etc.)
- Support in controlling (staffing, progress, revenues, invoice scheduling, credentials)
- Closely support to the Head of HR and other departments
- Assisting with the organization of offsites and company events
- Assisting with back-office tasks as required (expense reports for Executives, database)
- Ad hoc secretarial tasks as and when required by team

What we offer

Our company is built for and around its people. It is part of our culture for each member of the firm to take part in the running and development of True North Partners. In particular, we offer

- Competitive Remuneration and free choice of residence within our office countries
- Remote working
- A motivating, inspiring and team-oriented work environment with co-workers from a variety of hemispheres and backgrounds

If you'd like to contribute to TNP's success and enhance your personal development in an inspiring environment, please send your application including cover letter, CV and supporting documents to jennifer.leuschner@tnp.eu (Reference number 2023_03 Management Assistant).