



Montana Capital Partners AG ("mcp") is a Swiss based investment boutique focusing on attractive niches of the private equity secondary market as well as on high quality asset management solutions.

To further strengthen the team and to support the company's growth, we are looking for a young

Team Assistant (80-100%) (m/f)

Your main responsibilities will be the following:

- Support marketing activities, especially work with CRM system and sending out mass emails
- Prepare customized presentations for meetings and regular update of presentations
- Capture meeting activity in CRM system
- Setting up and organizing meetings for all investment professionals
- Support Office manager and deputize during her holidays and on Fridays

What we offer:

- Join a very successful, young and motivated team operating in the private equity market
- A friendly and active company culture driven by teamwork and clear common goals
- The opportunity to actively bring in your own ideas
- A highly modern work environment in Baar close to Zug

What we expect:

- A highly motivated and self-driven personality committed to deliver high quality services
- Excellent IT skills and attention to detail
- Expert user of PowerPoint, Word and Excel required
- Experience with Salesforce and/or experience in a marketing position
- Fluency in English and German (written and spoken)

Are you interested working together with us in an active and young team to grow the organisation further and contribute to reaching our objectives?

If yes, Sven Lidén, COO would be delighted to receive your complete application documents by e-mail: sl@mcp.eu