**Administrative Assistant**Language required: proficiency in German and English.

F&V Capital Management, LLC, a boutique investment management firm, seeks a part-time Administrative Assistant for an Investment Advisor Team.

**Responsibilities include but are not limited to:**

- General support of the Partners of the firm with travel bookings, calendar management, expense reports etc.

- Updating various spreadsheets, marketing materials (PowerPoint presentations, etc.), maintaining website
- Supporting the team with client-related tasks such as helping prepare client presentations, organizing Christmas cards, birthday gifts
- Supporting with billing, compliance
- Performing reception duties such as answering calls
- Ordering office supplies & file maintenance

- Ad hoc projects as needed (small research projects, working with data bases etc.)

Must be proficient in Microsoft Office Suite.

Background in Finance/Accounting is preferred.

Flexible schedule, approx. 15-20 hrs/week.