

PMO Assistant - Audit & Assurance

Location: Zurich

Work Pattern Percentage: 60-100%

Help our clients successfully manage global challenges

To support the growth of the company we are continuously looking for talented PMO Team Members across Switzerland: Is project management the work that you are passionate about? Are you ambitious to keep things well organized? Then we are the right company for you.

How you can make an impact

- You will be responsible to stay ahead of team calendars and collaborative monitoring systems
- You will provide administrative support for client service teams by attending relevant team meetings, taking notes, distributing action lists and following up on actions where appropriate
- As interface to various teams you will be supporting the audit teams by managing the client acceptance processes and ongoing independence responsibilities
- You will be responsible for organizing international travel arrangements, tracking economic progress throughout the project and support with organizing staffing, preparing letters/memos/spreadsheets/reports and PowerPoint presentations.
- You will work collaboratively with other team members as well as other business units and international Member Firms

Who we are looking for

- You have minimum 3 years of relevant experience in a similar administrative role preferably within a Professional Services environment
- You communicate confidently in French/German and English
- You have excellent organizational skills and an ability to work independently, whilst maintaining contact with colleagues at all levels
- You are reliable, willing to take on responsibility in a fast-paced environment with a pro-active approach
- You have advanced knowledge of the main computer programs (Word, Excel, PowerPoint and Outlook)

Your team

Become part of a young, diverse, multinational and highly motivated team at our Geneva/Zurich office. We will help you grow both personally and professionally through our trainings, mentoring programmes and on-the-job learning, but also by connecting with your colleagues across all business lines.

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In Switzerland, we provide industry-specific services in the areas of Audit & Assurance, Tax & Legal, Strategy, Risk & Transactions Advisory, and Technology & Transformation. With close to 3,000 employees at six locations, we serve companies and organisations of all sizes in all industry sectors. We offer meaningful and challenging work, an inclusive and supportive environment where you can be your best self and where you will never stop growing. You will benefit from flexible and hybrid working conditions, wellbeing and parental programmes as well as many opportunities to connect, collaborate and learn.

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How to apply

We look forward to hearing from you! Please click on “apply now” to submit a complete application, including CV, cover letter, references and degree certificates.

If you have any questions, please contact Kirsten at talent@deloitte.ch

*All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age or disability, in accordance with applicable law.

We do not accept applications from recruitment agencies for this position.

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