



**GAZPROMBANK**  
(SWITZERLAND) LTD

## **Head of Corporate Affairs Unit, Senior Specialist**

### **Job summary**

The position's primary responsibility is to support the Bank's corporate bodies and institutions incl. Board of Directors (BoD), Executive Management Board (EMB) and its committees.

The Head of Corporate Affairs Unit (Senior Specialist) in this field is appointed as the supervisor of corporate secretary of the Board of Directors (BoD) and the Executive Management Board (EMB) while reporting to the Head of Corporate Affairs and Business Administration.

### **Main tasks and responsibilities**

#### **Corporate Affairs**

- Provide executive support to the Bank's corporate bodies and institutions incl. Board of Directors (BoD), Executive Management Board (EMB) and its committees
- Responsible for recording, distributing and master filing EMB & BoD Resolutions, Agreements, Minutes
- Prepare reports and presentations requested by the EMB, the BoD, Bank's Committees, the Group etc.
- Manage operational implementation and development of the PR/Marketing function of the Bank in close cooperation with Head of Corporate Affairs & Business Administration
- Organize key events, communications, senior meetings and meaningful deliverables
- Manage internal communications and major announcements, ensuring messages across the organization are consistent and meet business needs.
- Management of the list of the Bank's memberships, statutes in the Commercial Register
- Complete special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results
- Provide historical reference by developing and utilizing filing, archiving and retrieval systems
- Coordinate activities across the Bank including monitoring completion of tasks/projects for the CEO and the EMB
- Actively support coordination between the EMB, the BoD, internal departments and external third parties

### **Required Experience / Skills / Qualification**

- Swiss / EU passport or valid Swiss work permit
- Graduate in finance, economics or business related
- University-/FH-degree or equivalent required
- Min 5 years of executive assistance/corporate secretary experience acquired within banks in Switzerland

- Knowledge of and experience with the banking industry in Switzerland are mandatory
- Strong communication, organisation and coordination skills
- Excellent presentation
- Strong Excel and Power Point Presentation skills (both formats and contents)
- High sense of confidentiality
- Flexible, team player, proactive
- Seeks responsibility and feels comfortable in a dynamic environment
- Fluent English and German, Russian will be an advantage

**We are looking forward to receiving your complete application.**

**Please send it to Ms. Severine Boulard [HR@gazprombank.ch](mailto:HR@gazprombank.ch) with remark “Head of Corporate Affairs unit”.**