

Hyrock is a young and independent company specialising in sophisticated mortgage solutions for private and institutional clients. For our office in Geneva we are looking for a service-oriented

Assistant (m/f)

80 - 100%

You are responsible for the smooth reception and support of clients, suppliers and partners in our Geneva office and on the phone. At our company, you can expect a team-oriented and varied work in a dynamic company.

Your tasks

- Supporting the consultants in their operational activities (loan applications, contacts with creditors, various correspondence, etc.)
- Receiving and handling incoming calls as well as welcoming and assisting our clients and partners
- Planning and organisation of internal and external meetings
- Coordination of our Geneva office with our various suppliers

Your qualification

- Complete training in the commercial or real estate sector
- Highly motivated, discreet and well presented
- Determined and solution-oriented with strong communication skills
- Strong personal organisational skills
- Native French speaker (impeccable writing) with excellent knowledge of German and English (other languages a plus)
- A perfect command of IT tools (MS-office) and digital tools

Our offer

- We promote continuous development internally and externally
- We live a corporate culture with strong teamwork, respect and collegiality

hyrock

- We have attractive working conditions (modern workplaces, 5 weeks of vacation, annual working hours)
- We are a motivated, ambitious team with excellent know-how in real estate financing
- We are focused and specialized
- We are a young but successful company with ambitious growth plans

Does this sound exciting to you? Then we look forward to receiving your application to Mr. Michael Rose

- By E-mail: rose@hyrock.ch
- In writing: Hyrock AG, Mr Michael Rose, Neuhofstrasse 8, 8834 Schindellegi.