



Established in 2001, Aquila Capital is committed to provide institutional investors worldwide with alternative investment solutions in real assets, financial and private markets.

Applying a multi-disciplinary investment approach, Aquila Capital's range of alternative investments is managed by dedicated specialists in their respective asset classes and underpinned by an infrastructure that combines strong operations, stringent corporate governance and a successful track record.

Aquila Capital is seeking an

Chief of Staff (m/f)

to join our team in Hamburg

Key Responsibilities

- Support the CEO and the Executive Committee in his/their daily managerial and business development tasks
- Enhance transparency levels across group functions that report directly to the CEO and be involved in executive meetings
- Collaborate and communicate effectively with corporate stakeholders (e.g. Supervisory and Management Boards) executive team's strategic agenda
- Lead internal and external projects of strategic relevance to the Executive Committee
- Serve as a facilitator on behalf of the CEO in cross-functional projects within Aquila Group
- Continuously represent and implement the firm's standards on quality delivery, operational excellence and investor service across group functions
- Preparation of presentations and reports as well as logging of the Executives Committees

Key Requirements

- Excellent completion of higher education program focusing on Business Administration, Finance, Law or another business-driven discipline in Germany (business economics, legal, finance) or abroad with 2-3 years work experience and/or internships within Financial Services industry desirable
- Ability to dive into and understand complex business issues quickly as well as the proficiency to read, assess and create business data
- Superior self-management skills in terms of prioritisation, organisation and individual mind-set and drive multiple projects
- Experience in working closely with C-suite/VP-level management while also being main interaction point across multiple levels and functions of an organisation
- Strong work ethic and behave with integrity; professional demeanor and appearance as well as strong communication skills
- Excellent interpersonal and communication skills with a strong team approach
- Fluent in German and English language



What we offer

Being one of the leading Investment Management firms focusing on Alternative Investments, Aquila Group offers expertise in a variety of asset classes, in particular hedge funds and real assets. The role of “Chief of Staff (m/f)” will work at the very core of Aquila Group’s strategic development. A challenging exposure to and deep insight into the alternative asset management business offers driven and ambitious candidates a career perspective with high personal impact. We look forward to receive your application.

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