



## THE ALTERNATIVE INVESTMENT COMPANY

Aquila Capital develops innovative investment solutions for institutional investors worldwide. Since its founding in 2001, the owner-managed company has acted as a trustee for its clients and follows a holistic approach in the management of customized real and financial assets.

The Aquila Group's customers primarily consist of institutional investors in Europe and Asia. More than 350 employees at fourteen locations around the world work on executing efficient investment strategies in the form of fund structures and individual mandates. The Aquila Group includes both Aquila Capital Investmentgesellschaft mbH, licensed by the German Federal Financial Supervisory Authority (BaFin) as a capital management service company in Germany, and Alceda Fund Management S.A., authorised by the CSSF as an AIFM and UCITS management company.

Our office in Amsterdam is seeking an

### Office Assistant (f/m/d) - Amsterdam

#### Your responsibilities

- Support sales processes, confirm meetings, help preparing presentations and follow up materials
- Help organizing client events, coordinate invitations, arrange venue and register participants
- Maintenance of the CRM system
- Support the sales team with internal and external meetings
- First point of contact for our national and international employees, customers, business partners and service providers
- Welcoming and looking after our visitors Handling the switchboard
- Processing and distribution of incoming and outgoing mail
- Coordination and preparation of meeting rooms as well as organisation of appropriate caterings
- Order and management of office supplies, organisation of internal removals and responsibility for office equipment
- Support the Amsterdam team with agenda management, travel bookings and expense reports
- Coordinate with various departments at the headquarters and local offices

#### Your qualifications

- 1-3 years of professional experience in the field of financial services and office Management
- Very structured, organized, independent, careful and discrete way of working
- Proactive self-starter experienced with working in an international / financial services environment
- Enjoying a dynamic environment with a multitude of tasks
- Open and loyal personality, commitment and a hands-on mentality
- Service oriented and commercial mindset
- Well-versed handling of the MS Office Package (Word, Excel, Outlook), CRM (Salesforce)
- Very good knowledge of spoken and written Dutch and English, German is a plus
- HBO working level is required

#### Your prospects

- Further education e.g.: internal BBS, language training
- Company events for cross-team exchange, Early Bird, Summer party, Christmas party
- Cross-training in Hamburg location

The Aquila Group is a future-oriented company that combines focus, far-sightedness, ambition and independent entrepreneurial responsibility with team spirit and an outstanding corporate climate to create synergies. Combined with our employees' talents, these synergies are the key to the long-term success of our company.

We look forward to receiving your complete application, including your salary expectations and earliest start date, via our application system on [www.aquila-capital.de/career](http://www.aquila-capital.de/career)

#### Aquila Capital Investmentgesellschaft mbH

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