

# Working Student (40-60%)



A swiss fintech start-up looking for young and motivated new team members.

## About Anova Partners

We provide an independent platform where investors and manufacturers meet to achieve better investment decisions facilitated through technologically enabled investment, risk, product management as well as execution services. We clearly set our focus on sophisticated portfolio analysis and optimization for structured products as well as cross-asset portfolios.

## Job Specification

As a working student, your role is to support the team in various objectives. Tasks include:

- ☐ Intermediary role between the Financial Engineering and the Investment Solutions team.
- ☐ Documentation of financial transactions by entering account information.
- ☐ Administer payrolls, control income and expenditure, prepare accounts and tax returns.
- ☐ Support human resources processes by maintaining records and information and communicating with public services and insurances when necessary.
- ☐ Help to develop and implement the compliance program and monitor its implementation.
- ☐ Assist the Investment Solutions team in various aspects of its customer relations.
- ☐ Support in the onboarding process of new issuers of structured products and help to maintain the relationship with the existing issuers.

## What we are looking for

- ☐ You have a passion for the financial sector.
- ☐ You are a dynamic, open-minded team-player.
- ☐ You can work independently and precisely.
- ☐ You are flexible towards new challenges and are highly motivated.
- ☐ You have already gained some work experience.
- ☐ You are fluent in German and English
- ☐ You have a good knowledge of Office suite (Word, Excel, Powerpoint)

## Practical Details

- ☐ Location: Zurich (Schützengasse 4, 8001 Zurich)
- ☐ Permanent contract with a workload of 40%-60% (2-3 days a week), preferably with a commitment for 12 months
- ☐ Possible offer of a full-time job after graduation
- ☐ Start date: asap

## Contact

Please send your application to Sandro Balduini ([sandro.balduini@anovapartners.com](mailto:sandro.balduini@anovapartners.com))