

To apply, please email your resume and any additional information to careers@capdyn.com

Role: **Office Assistant**

Location: **Munich (Germany)**

Contract Type: **Permanent (Part-time / 50%)**

Working Pattern: **4 hours per days – Monday to Friday**

Working Pattern: **Monday to Friday (4 hours per day)**

Work Location: **Office Based**

About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including Private equity (primaries, secondaries and direct investments) and Clean Energy.

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 15 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia.

Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

Role Purpose:

Capital Dynamics is seeking an **Office Assistant** to work in our Munich office. The post holder will play an instrumental role in providing local office management and some sales support to senior members of the business.

The role holder will also proactively support the DACH sales team in a range of sales and marketing support related tasks to free up DACH sales members, allowing them to drive BD initiatives.

Key Tasks and Responsibilities:

- Responsible for the day-to-day office infrastructure; incoming and outgoing mail and courier service, switchboard, organizing meetings rooms, office supply and stationery including office refreshments, travel arrangements as well as coordination with local service providers i.e. building matters, cleaning services etc.
- Local company event planning and coordination; Year End dinners, summer events, team events.

- Operational Team support: supporting local team with administration tasks as agreed either as part of job description or on project basis.
- Perform a broad range of administrative and communication duties.
- Assist with administrative support, organizing signatures, meeting preparation, coordination of documents as well as printed marketing material etc.
- Calendar and registration management for meetings, conferences and travel.
- Travel management and expense support.
- Support the preparation of sales presentations.
- Support the organisation and implementation of DACH specific events/marketing campaigns.
- Support the maintenance of client records/CRM.
- Maintain marketing lists and distribute marketing material and communications on an ad-hoc basis.
- Perform additional duties as assigned.

Skills and Qualifications:

- Proven experience in office support / management in a similar role and organisation.
- Proven track record of customer service experience.
- Demonstrable experience of supporting a team.
- Experience in processing expenses and arranging travel.
- Diary management experience.
- German and English (proficient – oral and written) - additional languages are a plus.
- Highly motivated, organized and proactive.
- Excellent written and verbal communication skills.
- Strong knowledge in Microsoft Office, including Outlook, Excel, PowerPoint and Word.
- IT familiarity and awareness.

Diversity & Inclusion:

Capital Dynamics is an Equal Opportunity Employer and is committed to creating a global diverse workforce. We are a global company with 23 nationalities represented across our staff in 13 offices, spanning North America, Europe, the Middle East, and Asia. We believe diversity and inclusion (“D&I”) is key to being better at what we do, and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.

Please inform our recruitment team if you have a disability, condition or difference that may require us to make any adjustments as part of your application process or during employment.