



Marxer & Partner is one of the leading law firms in Liechtenstein. We have been advising private individuals and international companies in all areas of business law for over 90 years.

Continuing our growth, we are looking for a dedicated

Family Office Assistant

Your duties:

- administration in connection with the management and support of family offices;
- coordination, organization, and assistance tasks;
- preparation of resolutions, minutes, powers of attorney;
- file management including information and document management;
- international correspondence mainly in English;
- regular contact with clients and authorities.

Your profile:

- completed commercial or equivalent training;
- professional experience in the financial or Liechtenstein fiduciary sector is an asset;
- excellent command of written and spoken English;
- fluent in German.

We offer:

- an exciting working environment with an attractive employment package;
- above-average insurance benefits;
- assumption of above-average contributions to your pension fund;
- support in your further professional development.

Have we awoken your interest? Please send your complete application documents via e-mail to: markus.truschner@marxerpartner.com. Markus Truschner, our HR manager, will be happy to answer your first questions by phone (+423 235 81 17) or email.

Marxer & Partner Rechtsanwälte ▪ Heiligkreuz 6 ▪ LI-9490 Vaduz

www.marxerpartner.com