

We proudly offer:

- A safe workplace with zero tolerance for harassment.
- Open environments where people are free to be themselves.
- An inclusive community that believes in respect and merit.

Location: Geneva

Work Pattern Percentage: 60% - 80%

Ready for a strong professional synergy?

Help us reach our goals, and we'll help you reach yours: Become part of our Tax & Legal team in Geneva, where you'll find excellent (net-)working opportunities, friendly and dependable colleagues, and a versatile variety of interesting tasks for you to shine in. Are you a committed team player with a passion for business administration, eager to deliver trustworthy outcomes in a fast-paced environment? Then Deloitte would love to welcome you!

How you can make an impact

- You will support our team with administrative tasks such as the incoming and outgoing mail
- You will create letters/memos/spreadsheets/reports and PowerPoint presentations
- You will coordinate & organize meetings, events and internal processes
- You will take on projects, revise/automate processes and help implementing those
- You will be assisting the team with the tax return deadline extension process

Who We Are Looking For

You have a positive, "can do" attitude, enjoy team work (in person role), love providing a top-level client service, can be trusted with sensitive information / matters of discretion, are great at managing time & workload priorities, and, in addition to excellent organizational and communication skills, you have the following qualifications:

- You have strong organizational skills and can manage multiple tasks with competing deadlines and prioritize accordingly
- You work independently and efficiently, with a solution-oriented and proactive approach
- You are willing to take on responsibility for process execution and improvements
- Proficient use of the Microsoft office package (Word, Excel, PowerPoint and Outlook)
- Fluency in English and French. Additional languages are considered an advantage
- On-site presence is required for this role

Your Team

Become part of a diverse, multinational and highly motivated team at our Geneva office. We will help you grow both personally and professionally: through our trainings, mentoring programmes and on-the-job learning, but also by connecting you with your colleagues across all business lines. Experience our friendly, supportive, collaborative and inspiring innovative environment with plenty of room for you to just be yourself and reach your full potential.

Careers at Deloitte. Choose your impact.

At Deloitte, your ideas create impact and spark meaningful change for our clients, people and society. Your unique expertise, background and perspective helps us find new ways into the most complex challenges so we can brighten the futures of those our work affects. At Deloitte, you can build a career that inspires and energises you. At Deloitte, you can choose your impact.

In Switzerland, we provide industry-specific services in the areas of Audit & Assurance, Tax & Legal, Strategy, Risk & Transactions Advisory, and Technology & Transformation. With close to 3,000 employees at six locations, we serve companies and organisations of all sizes in all industry sectors. We offer meaningful and challenging work, an inclusive and supportive environment where you can be your best self and where you will never stop growing. You will benefit from flexible and hybrid working conditions, wellbeing and parental programmes as well as many opportunities to connect, collaborate and learn.

Join us and become part of a global network of like-minded people dedicated to making a difference, whether by [addressing climate change](#) or improving 100 million futures by 2030. Want to know more about opportunities at Deloitte? Visit www.apply.deloitte.ch

How to apply

We look forward to hearing from you! Please click on “apply now” to submit a complete application, including CV, cover letter, references and degree certificates.

If you have any questions, please contact Lena at talent@deloitte.ch

*We consider all qualified applicants for employment regardless of race, ethnicity, religious beliefs, gender, sexual orientation, gender identity, national origin, age or disability, in accordance with applicable law. Research shows that women are less likely to apply for roles unless they match all the criteria; don't hold yourself back – apply today.

We do not accept applications from recruitment agencies for this position.

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