

Location: Zurich

Work Pattern Percentage: 40-60%

Finding the talent that makes Deloitte unique

Our Global Employer Services (GES) team offers integrated services that help our clients successfully manage their local and global challenges in relation to their workforce. Our team specializes in a wide range of services, from global compensation and tax, reward, employment tax, and share plans, to immigration, social security, mobility advisory, technology and analytics.

We are looking for a student to support our Administrative Team. Do you want to be part of our multi-competency and cultural team? Then we're the right team for you.

How you can make an impact

- During your mandate you will support our team with administrative support such as the incoming and outgoing mail, creation of letters/memos/spreadsheets/reports and Power Point presentations.
- Your task will also include comprehensive secretarial support for the national administrative team, coordination of meetings as well as assisting the team with the tax return deadline extension process.
- You get to see and work in an international environment and experience teamwork in which you will be in touch with other Juniors as well as with our Senior Management.
- This will be a part time employment on hourly basis, with 40%-60% working pattern. Preferred start date as soon as possible.

Who we are looking for

- You communicate confidently and concisely in German and English. Any further languages would be a plus but not essential.
- You are able to manage tasks with competing deadlines and prioritise accordingly.
- You are flexible in terms of working days and hours.
- You have a sense for detail and are a skilled user of MS Office applications.
- You enjoy working in a team and like daily contact colleagues in our network.
- Strong organizational skills

Your team

You will become part of a diverse, multinational and highly motivated team at our Zurich office. Your future colleagues of all business lines will help you to grow both personally and professionally. Customized trainings, mentoring programmes, and on-the-job learning will have their share in your success story as well.

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.deloitte.com/ch/careers.

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 Kirsten 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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