Walker von Graffenried Asset Management AG (WvG) was founded by Linda Walker in Zurich in 1998. The company specializes in offering personalized asset management services for private and institutional clients in Europe as well as in Latin America.

WvG is an independent asset management company which has an important share of its clients in Argentina, Uruguay, Mexico, and Chile. On the institutional side, the company distributes funds for a Swiss Private Bank, offering to the Pension funds and banks in Peru and Mexico, a range of funds and asset management capabilities.

We offer

- Responsibility for the 1st and 2nd Level Support of all user inquiries regarding IT matters such as but not limited to:
  - Workstations and laptops
  - Telecommunication (devices, software, softphones, voIP, fax2email, email2fax, etc.)
  - Managing telecommunication contracts (internet, telephone, mobile phones etc.)
  - Software maintenance
  - Data synchronization
- Flexible working hours upon prior agreement.
- Location in the heart of Zurich’s financial center between the lake and Paradeplatz.
- Possibility to expand responsibilities to assist portfolio and relationship managers and perform administrative work.

You offer

- Excellent grasp of IT infrastructures, user knowledge, software and telco (including voip) for daily business uses. You can maintain small Windows computer networks, know how to setup a workstation and synchronize backup data.
- Outstanding organizational skills as well as a very precise and efficient work approach.
- Proactive and self-motivated team player matched with high customer orientation.
- An understanding of elementary economics and financial markets would be an asset.
- Strong ability to cope with pressure and high flexibility.
- Fluency in German and English (Spanish would be an asset).
- A driver’s license.
- Willingness to commit for a minimum of two years with the possibility of a long term position.

The position is available as soon as possible. Please send your complete application by email to hr@wvgam.com. If you have any questions please do not hesitate to contact Julien Bréant (044 280 66 10).