

Team assistant (Paris / FULL-TIME / M/F)

About Comgest:

Comgest, a global asset management group with a single focus on equities, is 100%-owned by employees and founders. This broad partnership – of over 35 years – drives an unconstrained, quality growth and responsible investment approach that is applied to both developed and emerging markets. With headquarters in Paris and offices across Europe, Asia-Pacific and North America, Comgest serves investors around the world who share our long-term investment horizon. With more than 200 employees of 30 different nationalities, Comgest serves a diverse global client base and manages assets of over €30.9 billion (unaudited data as of June 2024).

Job Description:

We are seeking to hire a Team assistant who will have a key role to administrate, liaise and interact across, and on behalf of, the Paris-based Analysts and Fund Managers thereby facilitating the efficient functioning of the Investment Teams.

Amongst the many responsibilities will be the handling of Administrative aspects, Human Resources and agenda management assistance. There will also be additional areas of potential responsibility depending on the initiative and capability of the individual.

General Overview of Responsibilities:

General assistance with day-to-day admin such as:

- Organizing diaries; taking and coordinating meetings, Setup calls, etc.
- Help team with internal and external requests and the tracking of these
- Assist with all other work-related requests from the team
- Management and execution of travel requests in coordination with our travel agency
- Monitor travel expenses (including validating the agency's invoices and calculating carbon footprints)
- Design, build and run process to execute in-house research trips including organizing meetings and coordinating all travel arrangements eventually replacing our brokers

HR related works:


- Support for the monitoring of absences, holidays, and verification of travel, leave, etc.
- Assistance in scheduling of and preparing for annual team interviews
- Assistance in scheduling of and preparing for team candidates interviews

Qualifications:

- Proven experience as an assistant/team office manager: 5 to 15 years
- Experienced in dynamic and fast-paced international team settings
- Self-motivated person
- Rigor and attention to detail
- Used to provide a high level of service in a demanding environment
- Excellent communication and teamwork skills
- Multiple languages are essential (bi-lingual English-French a minimum)

Comgest is an Equal Employment Opportunity/Affirmative Action Employer.

We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. We welcome people with diverse life experiences, fresh ideas, and specialised subject-matter expertise.

**Comgest S.A.**

17 Square Edouard VII
75009 Paris

Tél : +33 (0) 1 44 94 19 00
Fax : +33 (0) 1 44 94 19 57

info@comgest.com
www.comgest.com

Société Anonyme au Capital de 219 175 €
RCS Paris B333 893 295 - N° de TVA Intracommunautaire FR 85 333 893 295 - Agrément AMF GP 90023