



AZEK is a leading training center for financial professionals in financial analysis, wealth management, financial operations, data science, digitalization and ESG. Our courses lead to federal and international diplomas and certificates. Our courses are held in presence and online. With immediate effect, we are looking for students for our courses in **Zurich** joining our pool of

Course Assistants, 20%-40% permanent (m/f)

The Course Assistants are the main support person during the AZEK courses. She / he will setup hardware and Zoom meetings and support the teacher as well as the students during the course. She / he also represents AZEK during the course.

Responsibilities

- Support during the online course including:
 - Preparation of the course in the course room at the course location
 - Setup hardware (camera, video, audio, microphone, laptop etc.)
 - Manage the video conference (start, record etc.)
 - Support teacher and students in case of technical issues (video, sound, screen share, etc.).
- Represent AZEK during the courses

Qualifications

- Fluent spoken German, fluent spoken English, understanding French
- Basic technical understanding, ability to solve technical problems during the course, reliability, duty awareness, service oriented, initiative, professionalism, ability to remain calm under pressure
- **New Course Assistants will be introduced thoroughly.**

Place of work and working hours

- Bildungszentrum Sihlpost, Sihlpostgasse 2, 8004 Zürich (Europaallee @ Zurich HB)
- Your place of residence is recommended to be close to Zurich City
- Flexible working hours ca. 2-3 times during the work week from late afternoon to mid evening (based on scheduling ca. 3 months in advance)

Please apply to:

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