



## **OFFICE MANAGER (M/F)**

**IBEX Gruppe AG seeks to fill a vacancy in its team for an Office Manager (M/F), based in its new location in Basel.**

**Full or part-time / Basel-based/ market-level remuneration**

### **About IBEX Gruppe AG**

We are a private real estate investment company focussing on the development of student accommodation, in good micro-locations of the university cities of Switzerland.

We develop dedicated housing complexes which provide safe, stable and attractive surroundings for residents' journey from incoming university and college student to young professionals. Our student accommodation properties provide the types of amenities and levels of security expected by students and their loved ones, so they can focus fully on the experience at hand.

IBEX Gruppe AG intends to shortly launch an investment program for the development of 1,500 to 2,000 student accommodation rooms over a period of five to eight years, with a focus on the sustainability of the complexes of utmost importance.

### **Your background**

You should be able to manage all the operational and administrative activities for the office in Basel, ensuring the smooth running of the office, regular communication with management, employees, external advisors and other stakeholders of the company.

You are a team player, flexible, and unfazed by the challenges/ pressures that are typical of a small but quickly growing company. You are independent, a self-starter who takes pride in and ownership of your work.

You know what needs to happen because you have performed a similar role in a larger company, but now seek more independence and flexibility.

In addition, as needed, you lend support to the IBEX's real estate developers and help them to manage effectively different projects.

### **Your responsibilities**

- Setting up of the financial administration and regular communication internally and externally (i.e. external advisors, the management team, employees);
- Office management; scheduling of meetings and calls and ensure the smooth running of the office;
- Setting up and coordinating the marketing process;
- Creating presentations and brochures to support the marketing process;
- Coordinating the acquisition process with the rest of the team;
- Providing support in the underwriting process for development opportunities



- Providing support in the development of presentations towards third parties; banks/  
construction companies/ advisors/ shareholders;

### **Next steps**

If you are interested in becoming part of a fast growing company, and if you are open to an open and straightforward initial discussion about this opportunity, please reach out to:

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