

ARDIAN

Company	:	ARDIAN Korea
Application Deadline	:	Rolling basis until filled
Duration	:	6 - 7 months (Maternity leave cover)
Start Date	:	Beginning of May 2026
Job Title	:	Personal Assistant

Ardian is a world-leading private investment house that operates globally from a network of 20 offices and manages or advises US\$192bn assets in Europe, North America and Asia. The company is majority-owned by its employees. It keeps entrepreneurship at its heart and focuses on delivering excellent investment performance to its global investor base. Through its commitment to shared outcomes for all stakeholders, Ardian's activities fuel individual, corporate and economic growth around the world.

Holding close its core values of excellence, loyalty and entrepreneurship, Ardian maintains a truly global network, with more than 1,100+ employees working from 20 offices across Europe (Paris, Amsterdam, Frankfurt, Jersey, London, Luxembourg, Madrid, Milan, Stockholm and Zurich), the Americas (New York, San Francisco, Santiago and Montreal), the United Arab Emirates (Abu Dhabi) and Asia (Beijing, Singapore, Tokyo, Seoul and Hong Kong). It manages funds on behalf of more than 1,800 clients through five pillars of investment expertise: Secondaries and Primaries Fund of Funds, Direct Funds, Infrastructure, Real Estate and Private Credit.

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Tasks & Responsibilities

As a Personal Assistant, you will be responsible for managing the complex schedules of a Director, Manager and Senior Associate.

You will work in tandem with another Senior Assistant, ensuring the smooth operation of the department and handling various administrative tasks related to the teams.

You will coordinate their meetings and business trips, considering different time zones, where your fluency in English will be a key asset.

Autonomously organizing travel, you will oversee every detail, from booking flights and hotels to arranging transportation.

You will also be responsible for the logistical preparation of meetings to ensure their smooth running and will manage expense reports and invoices.

Qualifications

With 1 to 3 years of experience as a Personal Assistant, you are meticulous, organized, and proactive.

You thrive in a fast-paced, dynamic environment.

Working with influential colleagues, you demonstrate strong interpersonal skills and excellent communication abilities, while remaining highly adaptable to last-minute changes.

The strategic nature of the files you handle requires a high degree of confidentiality, which you maintain professionally.

Working with international teams, you are comfortable communicating in English and working in multicultural environments.

In constant contact with the other assistants, you enjoy teamwork, particularly coordinating meetings and trips.

You are proficient in Outlook and Microsoft Office (Word, Excel, PowerPoint) and have an aptitude for learning new tools and systems.

Good communication and teamwork skills are essential for success in this role, where you will constantly be challenged by managers with diverse expectations and personalities.

You are flexible with your schedule.

Application

If interested, kindly email an English resume to yunjin.cho@ardian.com titled "Personal Assistant Application - Name".