NATALIE VON HARSCHER

Natalie von Harscher Assistenz

EXECUTIVE ASSISTANCE | BUSINESS SUPPORT

Experienced. Flexible. Personal.



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Phone: +41 79 966 90 90
www.vonharscher.ch/assistance

You run your business. I take care of the details.

From everyday administrative tasks and in-depth research to executive support, I take care of whatever needs to get done. With years of experience, a practical mindset, and an independent, straightforward approach, I step in wherever you need an extra pair of hands.

No task too small, no challenge too complex.

HOW I CAN SUPPORT YOU

Office Organization & Administration

Organizing files and documents, maintaining records, entering invoices, handling emails, scheduling appointments, preparing lists, and taking care of day-to-day administrative tasks.

Executive Assistance & Coordination

Supporting executives, planning complex travel, coordinating meetings and events, managing correspondence, taking meeting minutes, and liaising with external partners.

Research & Project Support

Researching information, comparing quotes, presenting findings clearly, organizing workflows, and providing hands-on project coordination.

Marketing, Communications & Design

Updating websites and newsletters, preparing copy, supporting client communications, designing presentations, flyers, and brochures, and professionally editing images.

HOW WE CAN WORK TOGETHER

Whether you need two hours of research, regular help with everyday office tasks, or ongoing support for your executive team, I work flexibly as an independent contractor—remotely or on-site in the Zug area by arrangement.

Having run my own businesses for many years, I am used to thinking ahead, rolling up my sleeves, and getting up to speed quickly on new subjects.

AT A GLANCE

Zug / Baar area • German, English & Spanish • Remote & on-site • One-off or ongoing support

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PROFESSIONAL BACKGROUND

Natalie von Harscher | Assistenz

Experience supporting executives, managing offices,
working in marketing, and running my own businesses.

PROFESSIONAL EXPERIENCE

Since 2022 | Natalie von Harscher Assistance · Baar

Independent support for entrepreneurs and small businesses, including administration, executive assistance, correspondence, research, organization, marketing, and content.

Since 2016 | Natalie von Harscher Photography / FotoboxSchweiz.ch · Baar

Running my own businesses: client service, proposals, invoicing, event coordination, marketing, and image editing; experience with Swiss payroll administration and social insurance processes.

2014–2016 | Office Manager · Novocure GmbH, Root

Office operations, meetings, events, business travel, and HR and IT onboarding support.

2010–2014 | Relationship Manager & Executive Assistant · Bernd Remmers Consultants, Zug

Executive support, client communications, scheduling and travel, CRM, events, and payroll administration.

2004–2014 | Executive Personal Assistant to CEO · Gardner Finance, Zug

Direct CEO support, international travel arrangements, Reuters research, meeting minutes in English, office management, employee relocation, and finance and HR administration.

Additional Experience

Marketing and PR, management of a full-service agency, project management, administrative and organizational support for the German-speaking Lutheran Church in Mexico City, and client service for Wermuth Event & Marketing, Baar.

EDUCATION & SKILLS

Foreign Language Correspondent (English, French, Spanish) · State Foreign Language School, Hamburg | Business Administration studies · Hamburg University of Applied Sciences | Continuing education in photography and image editing

LANGUAGES & SOFTWARE

German (native) · English (business fluent) · Spanish (B2+) · French (basic speaking skills / good reading comprehension)

Microsoft Office (Mac/Windows), Bexio, SAP, WordPress, TYPO3, Canva, Adobe Creative Cloud, online collaboration tools

CONTACT

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