

Position: Office Assistant

Candidate profile:

- Quick perception
- Fluent English
- Knowledge of MS Office package: Word, PowerPoint, MS-Excel
- Graduate of Economic / Engineering studies

Skills:

- Strong organizational skills with the ability to work effectively and accurately in a high-pressure environment
- Strong communication skills
- Analytics skills and structured approach towards tasks
- Proven ability to work independently and to demonstrate flexibility and availability
- Friendly and positive personality
- Team player with interpersonal and intercultural skills

Job responsibilities:

- Ensure a proactive and efficient office management, including calendar and inbox management, travel coordination, organization of meetings/phone/video conferences, filing and document management
- Undertake special assignments, ad-hoc functions and related duties, coordination of events
- Coordinate international logistics, agenda setting
- Claim for travel expenses, handle payment of invoices, room bookings
- Deal appropriately with sensitive and confidential matters
- Close collaboration with international colleagues
- Be contact point for department related requests
- Send reminders and standard communications
- Prepare presentation documents
- General administrative tasks