

On behalf of one of our clients, an international company, we are seeking an:

Executive Assistant

Who will provide secretarial support to Global Heads and to the team.

Responsibilities

- Support calendar management
- Organise external and internal meetings
- Organization of external events
- Organize complex travels
- Handle documents to sign
- Assist with expenses
- Support the Desk Heads for visas, renewal of passports and letters of invitations to employees
- Provide guidance to employees in case of questions
- Preparation & communication of itineraries

Profile

- 7 years of professional experience in a similar role in an international environment
- Fluent in both French and English. Very good command of Spanish.
- Strong communication skills
- Strong organizational skills
- Multitasking and able to work under pressure
- Able to anticipate and being proactive
- Excellent attention to detail
- Comfortable with working to tight deadlines
- Ability to deal with confidential matters
- Team worker as well as autonomous
- MS Office skills

Consultant: Emilie Joret

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