

Administrative Assistant

Our client:

A leading multinational company active in the FMCG industry

Role & Responsibilities:

- Administrative coordination of an IT project logistic
- Calendar management
- Preparation and handling of various documents/presentations
- Participation to the budget report preparation
- Preparation of project status updates
- Follow-up of the deliverables timing

Profile:

- 2-5 years of professional experience as an administrative assistant within a multicultural environment
- Experience working in an IT department would be plus
- Perfect command of English
- Excellent command of the usual IT tools, as well as SAP
- Immediately available

Required skills:

- Excellent communication and organizational skills
- Keen sense of service and time management abilities
- Team spirit and can-do attitude
- Ability to work in a fast-paced and international environment

Contract type: Temporary

Rate of activity: 100%

Starting date: Immediately

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : José Dominguez
Ref : RG189134286