



OFFICE ASSISTANT

One of the biggest project management and development companies on the Balearic Islands is looking for a highly motivated Office Assistant to become a key member of an international dynamic team. The position includes a wide range of support functions that you can manage in a flexible and proactive way with a high level of professionalism.

Job Tasks and Responsibilities

- Organise office and assist team and management
- Distribute communications (answer telephone, monitor/answer/forward emails)
- Type, print, scan documents, prepare presentations
- File and update database
- Coordinate departments, internal meetings and meetings with clients
- Coordinate travel agreements
- Ensure office is equipped and properly maintained (procure orders)
- Maintain communications with suppliers, customers and within the team
- Other duties as assigned

Key Competencies

- High School Diploma or equivalent
- Excellent verbal and written communication skills. Fluent Spanish and English required. German a very big advantage.
- Excellent management and prioritising skills
- Competent computer skills
- Aptitude at problem solving
- Motivation, attention to detail, flexibility and reliability, efficiency
- Team player attitude.