



OFFICE ASSISTANT

One of the biggest construction and project management 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. You will run daily administrative tasks with the same positive attitude with which you receive our clients.

Job Tasks and Responsibilities

- General: 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 arrangements
- ensure office is equipped and properly maintained (procure orders)
- Maintain communication with suppliers, customers and within the team
- other duties as assigned

Key Competencies

- High School Diploma or equivalent
- excellent verbal and written communication skills
- excellent management and prioritising skills
- competent computer skills
- Aptitude to problem solving
- Motivation, attention to detail, flexibility and reliability, efficiency
- team player attitude