

SECRETARY OF RECEPCIÓN AND DIRECTION

FEATURES

- Reception tasks:
 - Management of the call center: call, filter calls.
 - Reception and management visits.
 - Knowledge of partners' agendas
 - Reception and distribution of correspondence.

- Administrative support to partners:
 - Keep up to date file.
 - Develop travel and movement of collaborators.
 - Tasks away from the office: post office, clients, notaries, etc...
 - Management and control of office supplies.
 - Oversight order and maintenance of the office.

- Administrative support to management and external partners:
 - Support calendar and management appointments.
 - Write and submit proper reports, correspondence and interviews.
 - Preparation of the meetings.
 - Efforts to obtain information number.

PROFESSIONAL REQUIREMENTS:

- Training and medium-level studies specialization in the Secretariat.
- Advanced User office: Word, Excel and Power Point.
- Spanish, Catalan and English essential spoken and written correctly.
- Drafting and fair presentation of reports, press releases, etc...

PERSONAL REQUIREMENTS:

- Rigor
- Organization
- Initiative
- Optimism
- Communication
- Transparency

CONDITIONS:

- Type of contracts: unlimited (3 months of testing)
- Office hours:
 - From Monday to Thursday, 8.30am to 13.30pm and from 15.00pm to 18.30pm
 - Friday, 8.30 am to 15.00 pm.