

Aux. Admin. | Junior Office Assistant



PERI Global Support

Leading engineering services company in formwork and scaffolding systems, with more than 60 delegations in the world is seeking to incorporate a Junior General Assistant Administrative.

1. We look for	A person penchant for careful, structured and clean working methods, pleasant and friendly appearance, helpfulness, high reliability, operational readiness, with organizational and communication skills, teamwork oriented.
2. Area, Department	Administration
3. Core tasks	Support on handling of all secretarial/administrative and assistant tasks for the PERI GS Staff
4. Functions and responsibilities	<p>Support for general office management, general secretarial tasks (e.g. Travel arrangements, visa requirements, management of corporate mobile phone lines, management of users in supplier's apps...)</p> <p>Support in setting up back-office processes mainly focused on staff self-management and providing a smooth running of the office. Seeking the shift towards digitization.</p> <p>Preparation of administrative processing for the accounting control: invoices, delivery notes, ...</p> <p>Support in dealing with suppliers. Research and comparison of proposals.</p> <p>Support in the organization of major events, internal meetings and guest visits.</p> <p>Post and telephone service, Ordering and organization of office materials.</p>
5. Skills and Competencies	<p>Middle or Superior Grade of Professional in Administration / Secretariat Training or equivalent.</p> <p>Very good MS Office knowledge. Power Automate skills are a plus.</p> <p>Fluent English and Spanish, spoken and written, knowledge of another language is a plus.</p>
6. Other requirements	Own vehicle recommended.
7. We offer	<p>Incorporation into an International Group that is a world leader in its sector.</p> <p>Working time: 8:30h-13:30h M-F (flexible).</p> <p>Stable position.</p> <p>Salary according to worth.</p> <p>Possibility of social benefits.</p>
8. Location	Algete
9. Contact data	recruitment.pgs@peri.es
We welcome applications from all genders for this Position	