

Career portal

offerte di lavoro e tirocinio

CC_2025_212

JUNIOR ADMINISTRATIVE ASSISTANT



SETTORE

Metalmeccanica e meccanica
di precisione



CONTRATTO

Tempo determinato/Da
definire in sede di colloquio/
Tirocinio extracurricolare/
Tirocinio curricolare



TITOLO RICHIESTO

Corso di laurea



SCADENZA

29/04/25



SEDE

Pordenone, Friuli Venezia
Giulia, Italy

FIGURA PROFESSIONALE

Junior Administrative Assistant

DESCRIZIONE DELL'AZIENDA

Leading European manufacturer that designs and manufactures home appliance motors and drive systems. The company strives to improve battery efficiency and reduce water use and noise. They are constantly producing new products with their most advanced and innovative solutions meeting the needs of home appliance manufacturers.

DISPONIBILITÀ ORARIA

Full time

MANSIONI

Responsibilities

1. All topics related to agendas' management - To administrate the executive's agendas minimizing the conflicts in routines, checking the different demands - from the executives as well as the office environment - in a way to anticipate needs and filter priorities;
2. Travel arrangements - To manage the CONCUR system, travel expenses and all the logistics of the national and international trip focusing on security, budget, itineraries and connections, as well as hiring/negotiating the ground transportation;
3. Expenses management - To manage the budget system, administrate the total logistics of the area, profit plan, outlook, expenses reductions and payments;
4. Top Management events organization - To organize global events and institutional guests reception;
5. Prepare and manage reports, financial analysis and KPI's;
6. Daily office organization and routine.

REQUISITI

Corsi di laurea richiesti:

- Economia aziendale
- Ingegneria gestionale
- Lingue e letterature straniere
- Relazioni pubbliche

REQUISITI LINGUISTICI

Fluent in English and Italian language;

REQUISITI TECNICI/INFORMATICI

- Have extensive knowledge of the IT systems (Outlook, Google, Office, SAP, CONCUR, BI);
- Manage the Budget system, administration of all area logistics (payments, various acquisitions, building maintenance);
- Have extensive knowledge of the different forms of virtual connections to facilitate meetings (Zoom, Webex, Meet, Teams).

ATTITUDINI E SOFT SKILLS

- Strong verbal communication skills, able to skillfully communicate with a variety of audiences with little direction;

- Excellent organizational and prioritizing skills, with ability to multi-task, meet deadlines and accurately manage details while working with different people;
- Ability to maintain confidentiality of information related to the company and its employees;
- Ability to work within a fast-paced environment.