



# ADMIN ASSISTANT

## PROFILE

We are searching for an experienced admin assistant, responsible for clerical tasks to ensure the staff can communicate properly and work efficiently.

A good team player who assists with the day to day operations by doing tasks such as organizing and filing, preparing documents for meetings, and managing itineraries.

We are looking for a communicator who speaks clearly and is personable and welcoming.

In need of someone who is well versed in word and Mac softwares, with excellent time management skills and strong organizational skills who can multi task.

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## SKILLS

- Knowledge of office systems and procedures
- Attention to detail and problem solving
- Excellent communicator and team player
- Proficient in Mac and windows software like excel, numbers, google drive etc
- Proficient with working on computers
- Skilled with spreadsheets, google documents
- Skilled with time management and ability to prioritize

## EDUCATION

Two years experience

## RESPONSIBILITIES

- Making travel and meeting arrangements
- Preparing reports, budgets, and appropriate file systems
- Handling requests from senior roles
- Providing support to our managers and employees
- Assisting in daily office needs and managing our general administrative activities
- Excellent oral and written communication skills
- Be able to organize using common tools such as excel, numbers, google drive, google documents etc
- Write and distribute emails
- Assist in the preparation of regularly scheduled reports
- Develop and maintain office policies and procedures
- Structure and maintain contact list and database to ensure consistent communication with entire OYWO family
- Book travel arrangements
- Create itineraries
- Have a close working relationship with the accountant