

EXECUTIVE ASSISTANT

Sofia 16.01.2018

Administrative job with English

Sutherland is looking for an experienced Executive Assistant who to provide administrative support to the Service Delivery Lead, EMEA & VP HR, EMEA and their senior team members on an ad-hoc basis. Supporting travel plans, diary management, organization of meetings, managing system approvals on behalf of the Directors and processes expenses. There will also be the opportunity to own and support projects. Project could include data gathering, report production, analysis and presentation, event management and liaison with colleagues across the EMEA region.

This role will enable you to get involved in the business and use your communication skills and proactive approach to build a network across Sutherland. We are looking for a confident personality, someone is comfortable working autonomously and able to make decisions. The pace is fast, so multi-tasking will be required. As you will be working closely with the HR, this is an opportunity to learn the basics of HR and move into a HR role in the future.

Main Responsibilities:

- Proactive diary management and travel plans for regional travel
- Use Sutherland systems on a daily basis, authorize invoices/approvals etc. on behalf of the Directors
- Organize team meetings and customer meetings/events in liaison with facilities and admin team
- Process expenses in line with travel policy guidelines
- Data gathering and analysis, preparation of reports and presentation material
- Support employee common activity, including setting up and management of distribution lists
- Provide support on projects, as requested

- Holiday cover for UK office manager, to include some HR activities and support of visiting Senior Executives

Required Skills/ Education:

- Confident and professional manner
- Strong written/verbal communication/interpersonal skills
- Is discreet and respectful of confidential information
- Organized and pragmatic approach
- Is proactive and able to prioritize
- High level of attention to detail and excellent follow-up skills
- Is trusted with confidential information, has good judgement

Life at Sutherland:

- We offer competitive salary
- Excellent social benefits package including Health Insurance, Life Insurance, Food vouchers Compliment Cards, Transportation allowance
- Rewards and recognition programs
- Training following the leading global standards for highest quality of Customer Service and Technical Support
- Structured working environment
- Career opportunities
- Great office location
- Team Building activities

The information provided by you is personal and will be protected.

To apply send your CV to:

earlycareer@sutherlandglobal.com

for more details: 0897060803