



## FIRALIS GROUP IS RECRUITING A FULL-TIME **EXECUTIVE ASSISTANT**

with a **Mission** to :

- Assure well-functioning of the company executive management
- Optimize daily working schedule of the CEO
- Maximize efficiency and productivity of the executive management
- Organization and logistics of meetings, events and organizes visits

with **Main Tasks** as :

- Organization of all **in-house or outside meetings**
  - Preparation and diffusion of agendas in collaboration with executive management
  - Preparation, internal validation and final diffusion of meeting minutes
  - Logistics and supplies, management of meeting rooms
  - Schedule teleconferences, manage related tools, welcome of all visitors
  - (For outside meetings) Preparation of document sets, hotel reservations, flights etc.
- Drafting administrative letters on requests and indications of the executive management
- Coordination of all documents which require signature of the executive management
- Regular and timely reminders to executive management, for ongoing tasks and priorities
- Anticipate office and all operational needs of executive management
- Maintenance of a well-organized executive management office environment

also, and in **collaboration with HR** :

- **Classification** of administrative documents & continuous management of all **archive**
- Assistance to HR head, for **Human Resources** related administrative tasks
- Generate, ameliorate and follow-up working **procedures for HR and Administrative workflows**
- Check business expenses and **reimbursements** of the CEO, and other executive staff if needed

### Minimum requirements

- Bachelors' degree in one relevant field
- 5 years of experience in a similar position
- Advanced level English, both spoken and written (German is a plus)
- Very good level of MS Office software

### Personal qualifications

- Excellent communication skills
- Simultaneous adaptation skills to changes
- Flexible, committed and extravert
- Well-organized even under stress
- An excellent understanding of deadline

## ➔ Interested candidates

Please send your "1-page CV" and "½ page cover letter" to [careers@firalis.com](mailto:careers@firalis.com)  
Successful candidate may start as early as **2-May-2018**