

EXECUTIVE ASSISTANT

Mallorca - Balearics - Spain



We are looking for a new executive assistant to **support our executive team in Palma de Mallorca**. You will manage mostly business related tasks for the team such as creating reports, helping prepare documents and meetings, organizing travel and accommodation, taking minutes, and other organizational tasks. To do this role properly you should have a **detailed understanding of the full Microsoft Office suite**, be extremely **fast at solving problems** and have **experience as an executive or administrative assistant in the past**.

Industry: Nutraceutical industry

Seniority Level: Mid Level

Salary Range: 18-22.000 Eur
**depending experience*

Employment Type: 6h/day

Executive Assistant Responsibilities:

- Act as the point of contact among executives, investors, employees, clients and other external partners.
- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Helping prepare for meetings, including gathering documents and attending to logistics of meetings. Accurately recording minutes from meetings.
- Performing minor accounting duties.
- Draft, review and send communications on behalf of company executive(s)
- Answering phones and routing calls to the correct person or taking messages.
- Filing and retrieving corporate records, documents, and reports.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Making travel arrangements for executives.
- Performing office duties that include ordering supplies and managing a records database.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support

Executive Assistant Requirements:

- Proven **experience as an executive assistant** or other relevant administrative support experience.
- Understanding of frequently used computer software and programs, such as **Microsoft Office**.
- Graduate diploma.
- Ability to organize a daily workload by priorities.
- Must be able to **meet deadlines in a fast-paced, quickly changing environment**.
- A **proactive approach to problem-solving with strong decision-making skills**.
- Professional level verbal and written communications skills in **Spanish and English**.

CONTACT

+34 871 94 60 47

info@circescientific.com



HEADQUARTERS

C/ Isaac Newton s/n. ParcBit – Edif.
Disset, Local A-10 – 07121
Palma de Mallorca
Balearic Islands – Spain