

[REDACTED] GmbH is recruiting for one of its clients, a Swiss Corporate Service Office, a reliable and highly motivated,

## **Office Manager/Translator - EN/PT/German Intermediate**

The Corporate Service Office comprises an existing Team of Specialists active in the Finance sector with competence centers in IT, Legal, Marketing, Finance and Human Resources. The ideal candidate is an out of the box thinker! Excellent in planning, analyzing and coordinating. A team player, used to working in an international, fast growing and dynamic environment. This position will be based at our client's premises **in the heart of** [REDACTED] and report to the CFO/COO.

### **Duties and responsibilities**

#### **Office Management:**

- Management of agendas, planning and organization of trips, meetings-scheduling and coordination.
- Preparing and distributing meeting agendas and minutes, routine correspondence and reports;
- Welcoming visitors, attending telephone calls and reception of guests.
- Dispatching daily correspondence independently, or based on instruction.
- Handling Communication with clients, advisors, group's employees, public entities etc. under dictations, oral indications or personal notes.
- Office Management tasks like managing kitchen, office supplies, and financial administration, as required.
- Filing correspondence, documents and updating filing system.
- Assist the Executive Team; maintain calendars, co-ordinate travel arrangements and prepare expense reports.
- Special tasks or projects as agreed on a case by case basis.

#### **Translations:**

- Translating documents and correspondence in English, Portuguese and German about (40% of the work load)
- Maintaining the translation tool and managing the pool of assistants performing translations;
- Preparing proposals (Word), elaborating contracts, and preparing presentations (PowerPoint);

### **Skills and specifications**

- At least five years' experience in a similar position in an international, dynamic environment.
- Previous experience with office administration, reception management and translations (Portuguese and English).
- Diploma in Business Administration or Office Management, Professional training in Translations or other relevant certifications.
- Self-motivated, independent, hands-on personality with a strong service oriented work style and good skills in establishing priorities.
- Very good MS Office skills.
- Excellent command of **Portuguese and English, Fluent German or at least intermediate level.**

Would you like to see yourself associated with a growing International organisation? We are look forward to your application at [REDACTED] to the attention of Ms. [REDACTED]. Only direct applications with CV and motivational letter in English will be considered. All applications will be treated as confidential.