

## Personal Assistant with English

Localization: Wroclaw, Lodz

Job Reference: 95177

### What will you be responsible for

- To proactively screen and manage Executive(s) email inbox which includes the composition and drafting of responses, prioritizing key issues and prompting relevant stakeholders to take appropriate actions
- To maintain Executive(s) diary by understanding high and low priorities to ensure the most effective use of Executive(s) time
- To arrange internal and external meetings, calls, events or conferences which includes i.e. agenda management, room bookings, chasing responses from participants
- To attend internal and external meetings, take minutes of meetings and follow up agreed actions
- To manage and facilitate all travel arrangements on Executive(s) behalf which will include flight booking, hotel and means of transport, approval chasing
- To produce reports, documentation and presentations
- To create and process expense claims and approve expenses of Executive(s) team
- To approve shopping carts and invoice payments
- To raise Purchase Orders in collaboration with Procurement Department
- To manage and ensure confidential storage and efficient access (e.g. SharePoint sites)
- To assist on team communication, newsletters, webinars, announcements, reminders etc.

### What do we require

- Master's degree preferably in area of IT technologies;
- Minimum 3 years of experience as Project Manager;
- Demonstrated track record in delivering IT projects in International environment;
- Good technical knowledge across various IT areas;
- Strong practical knowledge of common project management methods and standards (PMI PMBOK®, SCRUM, AGILE PM), PMP® certification preferred;
- Excellent interpersonal, communication skills and presentation skills, ability to effectively maintain relationship with stakeholders using remote tools;
- Fluency in written and spoken English or German

### What do we offer



Remote working



Private medical care  
incl. dental care



Training and development  
programs (incl. foreign languages)



Relocation allowance



Referral bonus



Private life and  
travel insurance



MyBenefit system



Worldwide career  
opportunities



Commuting contribution