

# EXECUTIVE PERSONAL ASSISTANT (MONTECARLO) ( RIF.: MC-971 )



## DESCRIPTION

To provide world-class administrative **support to the Co-Chief Operating Officer of our client, a very important Multinational Group**, ensuring the smooth running of the daily business schedule, within a "team" set-up. To deliver all requirements quickly and accurately; be proactive and adaptable to continuous changing requests; treat all information in a confidential manner; act with the highest level of professionalism.

## JOB SPECIFICATIONS

- Educated to degree level, extensive experience supporting a Senior Director, Chairman or CEO of a multinational organization
- Understanding how to approach and work closely with Senior Directors and their PA's
- Experience of organising complex travel itineraries and meetings,
- Ability to work to deadlines in a highly demanding environment
- Experience of working in global and multi-national organisations, excellent organisational skills and the ability to prioritise
- Discrete, reserved and able to handle business, personal, and family information with the highest level of confidence
- Effective problem solving ability and impeccable time management skills
- Self-motivated, committed and able to work well independently, strong work ethic, with a flexible and dedicated approach
- Exemplary interpersonal skills and trustworthy with high moral standards
- Professionalism in appearance & attitude, able to adapt quickly to changes, handle multiple tasks, and prioritize
- **Fluency in English, French and Italian (written and spoken)**, mastery knowledge with MS Office (Excel, Word, PowerPoint,)
- **Occasional international travel** to meet the requirements of the role

## MAIN TASKS & RESPONSIBILITIES

Support the Co-Chief Operating Officer to seamlessly carry out a challenging and ever changing business schedule. This global leader travels extensively to the international offices, and it is therefore critical to ensure all related back office activities are planned well and managed closely at all times.

- Monitor Co-Chief Operating Officer's mailbox; respond to emails on her behalf when approved to do so and regular translation of **emails (English / Italian / French)**
- Work closely with other team members to assure the Co-Chief Operating Officer's preparation for meetings, presentations or other engagements, coordinate complex calendar, travel, and meetings for the Co-Chief Operating Officer, regularly taking into account last minutes changes and handling such changes in a calm and confident manner
- Manage the Co-Chief Operating Officer's time as effectively as possible in order to create win-win situations for direct access to the Co-Chief Operating Officer's time and office, prioritize conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Prepare and send business and private correspondence in French, English or Italian
- Maintain highly accurate contact list and database which is updated regularly
- Manage multiple projects as assigned by the Co-Chief Operating Officer
- Deal with expenses for the Co-Chief Operating Officer i.e. entering costs, tracking receipts, copy locally, submission for approvals etc, as well as monitor all invoices and other forms that require the Co-Chief Operating Officer's signature

## JOB LOCATION

**Montecarlo | Principato di Monaco, 100% (full time) | Permanent Job Contract | Full availability requested to be relocated.**

Please send CV (with current photo) by e-mail to [paltenghi@4uc.ch](mailto:paltenghi@4uc.ch), showing the Ref. **MC-971**; **as stated in the EU Directive 2016/679 (GDPR), please clearly consent** to the treatment and processing of personal data present in your CV, for the Personnel Research and Selection exclusively purposes. Please also be kindly informed **we will not be able to process your application without your explicit consent**; this consent may be revoked at any time by writing to: [info@4uc.ch](mailto:info@4uc.ch), Finally, we will get in touch with you by when your profile will match with the posted vacancy.