

A hand is shown moving a small wooden pin on a green surface. In the background, other pins are visible, some standing upright and some lying down.

Job opportunity

Executive and Office Management Assistant

Are you looking for a new challenge or project?

Where will you work

A technological organization with the responsibility to ensure the correct operation and maintenance of the Portuguese Top-level domain, .pt, is hiring an Executive and Office Management Assistant for its office in Lisbon.

Your new role

You will be responsible for ensuring the administrative support of the organization, mainly to its directions, and to ensure the proper functioning of the office, contributing and to promoting sustainability and team satisfaction initiatives.

What you need to be successful

Professional Technical Course and/or Bachelor Degree in Office Management

Office Management skills valued

Fluency in written and oral English

Outlook and Thunderbird knowledge

Computer knowledge from the perspective of the user (Microsoft Office and Internet)

Documentation file systems skills valued

Knowledge of good practices and sustainability initiatives valued

Communication and interpersonal skills

Proactivity, organizational skills and planning

Rigor and critical sense

Your new responsibilities

- Ensure telephone answering and the visitor's welcoming;
- Ensure overall administrative support of the organization;
- Ensure the handling of correspondence;
- Ensure document file management;
- Support in stationery and office space management;
- Support in the management of common spaces;
- Support in booking trips and stay and all associated documents;
- Support in scheduling and organizing meetings and events to be held in the office;
- Support the operationalization of sustainability initiatives and promote good practices;
- Prepare reporting reports.

What we can offer you

Integration in a solid, digital and with growth perspectives organization, focused on the use of innovative technologies.

Initial and continuous training.

Integration in a dynamic and motivated team, with a good working environment and a culture of excellence.

Hybrid system and flexible working hours.

A range of other benefits that exist in the organization.

At .PT it does not matter the nationality, origin, ethnicity, religion, gender or sexual orientation. We focus on the principle of equal opportunities. Everyone is important to achieve organizational success!

If you have these skills, a positive attitude, a focus on problem-solving and presenting solutions, join our team.

We challenge and inspire our people to go further and bring innovative ideas.

We challenge you to be .PT!

Apply to: recrutamento@pt.pt

Learn more about us at: <https://carreiras.pt.pt/en/>

In the scope of the General Data Protection Regulation, your identification data, contact, qualifications and professional data will be processed for the purpose of human resources management and will be kept until the end of the recruitment process, after which they will be deleted.

Information on how to use your rights as a data subject is available for consultation in our privacy policy accessible at:
<https://www.pt.pt/en/privacy-policy/>