

Administrative Assistant (Brazil) Rio de Janeiro, Brasil

Key information

Job ref number:
50 022

Job title:
Administrative Assistant (Brazil)

Closing date:
2010-03-31

Location:
Rio de Janeiro, Brasil

Contacts:
Priscilla Valhambia

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www.serimax.com/en/careers/current_vacancies/

Job description:

Purpose

The Administrative Assistant is responsible for providing administrative and clerical services in order to ensure effective and efficient operations.

Reporting Relationship

Reports directly to Brazil Area Manager

Main duties/responsibilities

- Maintain office calendar to coordinate workflow and meetings
- Maintain an appointment book and calendar for Area Manager daily reference
- Maintain confidentiality in all aspects of Company, client, staff, etc.
- Interact with clients, vendors and visitors in person or on telephone; answering or directing inquires
- Answer telephones and transfer to appropriate staff member
- Open, sort and distribute incoming correspondence, including faxes and email
- Sign for and distribute UPS/FedEx or similarly delivered packages
- Prepare responses to correspondence containing routine inquiries
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing, scanning, printing and filing
- Compose and design general correspondences, memos, charts, tables, graphs, business plans, with responsibility for format, arrangement of attachments, correct

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spelling, punctuation and grammar

- Create, edit, and/or assemble presentations
- Set up and coordinate meetings and conferences
- Make arrangements for and assist with coordination of materials for special meetings and conferences
- Compile, transcribe and distribute minutes of meetings
- Collect and maintain inventory of office equipment and supplies
- Research, price and purchase office furniture, equipment and supplies
- Arrange for the repair and maintenance of office equipment
- Arrange detailed travel plans and itineraries and compile documents for travel-related meetings
- Calculate and submit expense reports
- Collaborates with various staff and departments in preparing special projects as requested by Area Manager
- Takes independent action on handling requests; determines the appropriate course of action, intervenes where necessary, and acts as a liaison between departments
- Professionally interface with Serimax team
- Must support and comply with all Quality, Human Resources and Health, Safety & Environmental policies and procedures

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Perform additional duties as assigned

Education & Experience

- A Bachelors degree from a four-year college or university preferred but not required.
- Five to ten years experience in administrative/executive secretarial positions in a corporate setting
- Must be fluent in English and Portuguese (read, write and speak)

Core Competencies

- Exhibits a real knowledge of the company, empathy for its mission, and a genuine commitment to its goals and values
- Utilizes strong presentation skills and demonstrates intercultural adaptability and sensitivity
- Strong verbal and written communication skills
- Ability to interface effectively with various levels of management, clients, and other parts of the organization
- Strong team-player with excellent reporting and interpersonal skills
- Able to handle multiple projects simultaneously
- Strong analytical skills: attention to detail
- Typing skill of 45-50 wpm
- Effective ability to organize resources and multiple activities to accomplish a goal, uses resources effectively and efficiently, arranges information and files in a useful manner



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14.15pt 0pt 0in; color: #333333; line-height: 13pt; tab-stops: list .5in left 85.05pt 269.35pt 361.5pt">Customer service oriented with internal and external customers<li class="MsoNormal" style="margin: 0in 14.15pt 0pt 0in; color: #333333; line-height: 13pt; tab-stops: list .5in left 85.05pt 269.35pt 361.5pt">Shows integrity, tenacity, resilience and adaptability in complex situations and often changing environment<li class="MsoNormal" style="margin: 0in 14.15pt 0pt 0in; color: #333333; line-height: 13pt; tab-stops: list .5in left 85.05pt 269.35pt 361.5pt">Ability to organize and prioritize work to deadlines<li class="MsoNormal" style="margin: 0in 14.15pt 0pt 0in; color: #333333; line-height: 13pt; tab-stops: list .5in left 85.05pt 269.35pt 361.5pt">Self motivated; ability to work under minimum general supervision<li class="MsoNormal" style="margin: 0in 14.15pt 0pt 0in; color: #333333; line-height: 13pt; tab-stops: list .5in left 85.05pt 269.35pt 361.5pt">Demonstrates excellent English and Portuguese language skills<li class="MsoNormal" style="margin: 0in 14.15pt 0pt 0in; color: #333333; line-height: 13pt; tab-stops: list .5in left 85.05pt 269.35pt 361.5pt">Strong computer literacy with good working knowledge of Microsoft Office Software