

STATE STREET BANK POLAND IS HIRING A ADMINISTRATION ASSISTANT, ASSOCIATE 1 FOR
PERMANENT UNDEFINED.

Date : 13/02/2017

Job reference : 153983-17756884

Type of contract : Permanent

Localisation : Gdansk 30001, PL

Contract duration : Undefined

Level of studies : Bachelor's Degree

Years of experience :

Company description :

State Street Bank Poland

Job description :

Purpose:

Provide administration support to the Managing Director and Head of Operations at State Street Gdańsk.

Primary Job Role and Responsibilities:

Diary co-ordination and scheduling internal and external meetings

Provide telephone coverage, log and communicate messages and re-route calls as required

Co-ordinate client and internal meetings through logistic preparation and catering

Assistance with the preparation of meeting material

Assistance with postal services, room booking, CAVs tickets and building access requests

Assistance with the preparation of expense reimbursement of key personnel

Arrange international business travel for key personnel

Assist with the design and construction of Power Point presentations, Excel spreadsheets and other internal reporting tools

Transcribe and distribute minutes of meetings

Liaise with internal staff at all levels

Required profile :

Minimum Job Specification

Engaging personality with an appreciation of cultural and human diversity

Confident character with a positive attitude

Ability to work under pressure with appropriate supervision

Experience of project management as well as strong presentational skills. Power Point, Excel and Word Skills required

Internships or 1 year of experience on similar positions would be an asset

Fluent English language skills essential, Polish, French, Italian and German speaking would be advantageous

To apply: <http://apply.multiposting.fr/jobs/6310/17756884>