

Italian speaking Office Administrator

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Company: Language Matters

Location: United Kingdom

Category: other-general

Our client is looking for a bright Italian speaking office administrator to join their team on a 3 month temporary contract on a full time basis. Within this role you will be provide a wide range of administrative support to a busy team. The company is a well known public sector organisation which is based in the very centre of Edinburgh.

Your responsibilities will include:

Providing general secretarial and administrative support

Being the main point of contact for staff members and clients, ensuring smooth communication at all times

Ensuring all materials are accurate and are documented efficiently and correctly on the database

Maintaining and updating all project files and project documents

About you:

In order to succeed in this role as a Italian speaking Office Administrator you will have a solid administration background and be a self-motivated, dynamic and able to take initiative in order to achieve the end-result in this rewarding role. This vacancy would be suitable for a professional and dedicated Italian speaker who sought to develop their administrative career within a respected organisation where you really can add value into your role as well as making a difference to the environment.

Profile:

Required to be fluent in Italian and English, both written and spoken

Previous experience as an Office Manager, Administrator, Administration Executive, Administration Coordinator or Team Assistant

Proven experience of working in a secretarial or administrative role

Strong prioritisation and multitasking skills and excellent attention to detail

Exceptional communication, organisational and time management skills

Switched-on and able to work well in a fast-paced environment

To apply, please send your CV in English and in Word format to Valentina.

language matters is acting as an employment business in relation to this vacancy.

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