



GRP – JR Executive Secretary

JOB DESCRIPTION: The Graduate Recruitment Program is the career path through which TeamSystem select and train talented graduates.

The program is divided into two phases: Internship and (if passed first phase) Staffing.

The purpose of GRP in Executive division is the training and professional development of an JR EXECUTIVE SECRETARY.

The program includes and guarantees: full induction through training on the job and professional development.

The candidate will work directly with the Senior Executive Assistant and will be involved in:

- Performs general office duties such as ordering supplies, expense reports and performing basic bookkeeping work;
- Prepares meetings documentation as presentations or reports;
- Makes travel arrangements for executives;
- Receiving and screening phone calls and redirecting them when appropriate;
- Maintains electronic and paper records ensuring information is organized and easily accessible;
- **Maintaining executive's agenda and assist in planning appointments, conferences etc.**

**DESIRED SKILLS
AND
EXPERIENCE:**

- Brilliant New Graduate - Graduate - MSc in Economics or Foreign Languages and Literature;
- Would be an asset a previous internship experience as Document Controller or Board Secretary, preferably developed in big Company;
- Resilience, ability to work in highly complex environments result oriented;
- Strong interpersonal and organizational skills;
- Analytical and problem solving attitude;



TeamSystem People

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- Strong written and verbal communication skills;
 - Strong technical computer skills (focus on Word, Outlook and Power Point);
 - Italian and English native or advanced knowledge.
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LOCATION:

Pesaro

**MORE
INFORMATION:**

Il Gruppo TeamSystem è il leader italiano nei software gestionali e nei servizi di formazione rivolti alle PMI, ai Professionisti ed alle Associazioni.

Integrando le competenze delle diverse società che lo compongono, il Gruppo fornisce una suite completa di prodotti, servizi e contenuti, spaziando dalla consulenza ai software gestionali al training ed education.