

## **SECRETARY**

### **Job description for the position**

**at Skylogic Mediterraneo Operative Center – Macchiareddu (CA)**

**Sardinia**

The Candidate will organize all the activities related to administrative support and secretariat.

The main activities include among others: agenda and meeting planning, archives organization and correspondence, internal report elaboration, documents and letters writing (included translations of business papers), management of Company contacts and travels organization, support to the management of suppliers, receptionist (guests and customers reception, telephone calls).

Required skills: high-school degree or humanistic university degree; good knowledge of Italian and English languages, both written and spoken; good knowledge of Office PC applications; ability to operate in multitasking; autonomy and good relational skills; problem solving; politeness and confidentiality.