

EXECUTIVE ADMINISTRATIVE ASSISTANT

Armani Hotel Milan, 5 stars luxury hotel located in the heart of the famous Milan fashion district, is looking for an Executive Administrative Assistant to join our team.

MAIN RESPONSIBILITIES

- Schedule appointments and maintain calendar for the General Manager
- Coordinate GM driver and transportation requirements, if necessary
- Take minutes of major meetings as required by the General Manager
- Arrange business itineraries and co-ordinates General Manager's travel requirements
- Sort and furnish incoming mails and documents for the General Manager and attach appropriate file to facilitate necessary action, determine routing, signature required and maintains follow up
- Receive incoming calls for the General Manager and take messages as appropriate
- Prepare communication outlined by the General Manager in oral or written directions.
- Maintain filing or records management system and other office flow procedures
- Co-ordinate with Division Heads on meeting deadlines per General Manager's directions
- Act as an administration consultant to staff on certain issues
- Process employer and employees' information as confidential classification

QUALIFICATIONS AND EXPERTISE

- At least 1 year of experience working in a similar role
 - Certificate in Administration would be an advantage
 - Displays emotional maturity and sensitivity in dealing with others
 - Operates with integrity and objectivity at all times
 - Organised and demonstrates good planning skills
 - Proactive to address and resolve issues
 - Ability to work in a fast-paced work environment
 - A Team player
 - First class people skills and the ability to communicate effectively across a multi-national, multi-cultural environment.
 - Ability to deliver results within a pressurised deadline driven environment
- Applicants must hold legal authorization to work in Italy at the time of application.

ADDITIONAL INFORMATION

Type of work Full time

Location Milan, Italy

Languages English, Italian

Start July 2021

Contract 6 months

Other advantages Meals in our Staff canteen; Uniform and laundry service; Tailored training programs; Company discounts on Armani shops.