

## SECRETARY OF RECEPCIÓN AND DIRECTION

### FEATURES

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- Reception tasks:
  - Management of the call center: call, filter calls.
  - Reception and management visits.
  - Knowledge of partners' agendas
  - Reception and distribution of correspondence.
  
- Administrative support to partners:
  - Keep up to date file.
  - Develop travel and movement of collaborators.
  - Tasks away from the office: post office, clients, notaries, etc...
  - Management and control of office supplies.
  - Oversight order and maintenance of the office.
  
- Administrative support to management and external partners:
  - Support calendar and management appointments.
  - Write and submit proper reports, correspondence and interviews.
  - Preparation of the meetings.
  - Efforts to obtain information number.

### PROFESSIONAL REQUIREMENTS:

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- Training and medium-level studies specialization in the Secretariat.
- Advanced User office: Word, Excel and Power Point.
- Spanish, Catalan and English essential spoken and written correctly.
- Drafting and fair presentation of reports, press releases, etc...

### PERSONAL REQUIREMENTS:

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- Rigor
- Organization
- Initiative
- Optimism
- Communication
- Transparency

### CONDITIONS:

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- Type of contracts: unlimited (3 months of testing)
- Office hours:
  - From Monday to Thursday, 8.30am to 13.30pm and from 15.00pm to 18.30pm
  - Friday, 8.30 am to 15.00 pm.