

Director Assistant

หน้าที่ความรับผิดชอบในงานของคุณ

Director Assistant - Key Responsibilities

- Provide executive support to the Vice-President for the Mercosur region, including agenda management, prioritization of critical matters, and coordination with 10 direct reports
- Manage all travel arrangements (flights, hotels, ground transportation) for the VP and team members across Brazil and Argentina, ensuring cost efficiency and policy compliance
- Monitor and analyze travel and operational expenses; prepare periodic reports with cost reduction recommendations and budget forecasting
- Coordinate and support company events, recognition programs, and business travel logistics, including on-site supervision when required
- Organize and maintain meeting schedules; prepare meeting requests, confirmations, and minutes for management and board meetings
- Prepare presentations, translate documents, and draft internal communications as needed
- Manage commercial contracts, agreements, and documentation; organize files, collect signatures, and coordinate with legal/notary services
- Provide administrative support including reception of internal and external visitors, resource coordination, and confidential information management

โปรไฟล์ของคุณ

Director Assistant - Required Qualifications

- Demonstrated expertise in event management, including coordination of corporate events, recognition programs, and executive-level business travel logistics
- Fluency in Spanish with the ability to conduct professional business communications across multiple markets
- Proficiency in internal communications, including drafting, preparing, and distributing professional correspondence and documentation
- Advanced English language skills, both written and verbal, with the ability to support executive leadership and maintain operational continuity across regions

ข้อเสนอของเรา

- Home Office 2 times a week

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รหัสตำแหน่งงาน

REF98720K

สาขางาน

งานธุรการและการให้ความช่วยเหลือ

ที่ตั้ง

Jundiaí

ระดับความเป็นผู้นำ

Leading Self

ความยืดหยุ่นในการทำงาน

ทำงานนอกสถานที่และที่บริษัท

นิติบุคคล

Continental do Brasil Produtos Automotivos Ltda.

application.

เกี่ยวกับเรา

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