

Internship “Tirocinio Post Lauream” according to UNICA rules for:
EXECUTIVE ASSISTANT
to **REGIONAL (EUROPE OGP) Operations Director**

Location: Cagliari

([IMI Remosa: Overview | LinkedIn](#) // [IMI Critical Engineering: My Company | LinkedIn](#))

You will be responsible for managing the OPS Director diary, often pre-empting demand and protectively making plans.

This role will enable you to work closely with the wider Executive Business, Support Team in resolving challenges and sharing best practice.

You will also be involved in organising team meetings, conference calls and managing key documents.

You will get to understand the annual Operations and Business Improvement cycle and will be involved in supporting events in the Operations / Business Improvement calendar.

What are we looking for

- Strong communication skills (required Italian, English fluent, other languages also welcome)
- Excellent organisation skills and the ability to prioritise a varied workload
- Can think strategically and see the bigger picture
- Strong attention to detail whilst managing high volumes of work.
- Previous Experience in similar / equivalent PA experience of dealing with sensitive issues and highly confidential material
- Experience in influencing and engaging Senior Leaders
- Is comfortable utilising digital technology to support people remotely and to build efficiencies into day-to-day practices.
- Experience of using the Outlook Suite, One Drive and Microsoft Teams, Social Media, Digital Marketing and Data Science

EXECUTIVE ASSISTANT TASK

- Assistance in internal and external communication
- Writing reports, company presentations (Italian and English)
- Organization and management of meetings and events with information research
- Priority management of scheduled and unscheduled events
- Provide support in supervising activities and apply PDCA cycles
- Report on: Operations and Business Improvement, Service delivery, KPIs, service governance
- Provide fundamental contributions in the development of the business and related services.

If interested, send your Application / CV to: ce_remosa_it-cv@imi-critical.com

Deadline for applicants is Friday 21st January 2022