

Executive Assistant

Proman Portugal

March, 2023

As part of our Growth strategy the Proman Portugal office is currently strengthening his administrative team by looking for a high-level Executive Assistant.

Position Overview:

Candidate will provide high-level administrative support to our management team and will be based in Portugal.

Key Responsibilities:

- Providing administrative assistance to management team by performing a variety of administrative tasks
- Maintaining management team agenda's and assist in planning appointments, travels, meetings, etc.
- Contribute to the efficiency of the overall business by ensuring all assigned administrative duties are carried out timely and efficiently
- Handle confidential documents and information ensuring they remain secure
- Receive and screen phone calls and redirect them when appropriate, ensuring that good standards are maintained in all communications
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages, etc.)
- Maintain electronic and paper records ensuring information is organized and easily accessible

- Conduct research and prepare presentations, reports, minutes of meetings, memos, letters, and other documents as assigned
- Welcome visitors to the office and ensure all associated logistics
- To be flexible in approach to work and undertake any other duties that may be required with the remit of the organization

Experience

Minimum 2-year work experience as executive secretary or similar administrative role

Requirements

Education, Training

Candidates will be evaluated primarily upon their ability to demonstrate the competencies required to be successful in the role, as described above.

For reference, the typical work experience and educational background of candidates in this role are as follows:

- High School Diploma or equivalent Technical Course from an accredited institution
- Fluency in English and German (oral and written)
- Proficient in MS Office
- Academic degree in business administration or relative field is beneficial

Knowledge and Skills

- Excellent organizational and time-management skills
- Ability to communicate diplomatically and effectively with Board/executive management and all staff, in English and German. Portuguese and/or French are beneficial
- Strong team player with good leadership skills
- Understanding of business needs and commitment to consistently deliver timely high-quality and efficient service to the business
- Understanding of organizational mission, values, and goals and consistently application of this knowledge

Promanec - Engineering & Construction Lda.



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portugal@proman.org
www.proman.org

Share Capital: 3.200.000,00 €
VAT ID: 509 967 949

- Working and functioning well in high pressure environments

Personal Characteristics

- Distinct posture and attitude
- Distinct cultural awareness
- Integrity and confidentiality
- Flexibility and proactivity
- Highest ethical standards and values
- Ability to adapt to a multicultural environment
- Very high personal commitment

What we offer:

- Meaningful Work
- Competitive remuneration
- Continuous training
- Opportunity to integrate a multicultural and dynamic team, based on strong values and principles
- Overall conditions of an international successful group
- Additional benefits

Location:

Lisbon-Portugal

Contacts:

If you are interested in joining our team, please send us your CV (in English), followed by a motivation letter to hr.pt@proman.org , with "**Executive Assistant**" in the subject field.

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About Proman

Founded in 1984, Proman started as a **PRO**ject **MAN**agement company specialized in the construction of large industrial projects. Today we are a global leader in natural gas derived products and services.

Headquartered in Switzerland, we are a multi-asset, multi-regional diversified energy producer with methanol and fertilizer production facilities in Trinidad and Tobago, the United States and Oman and we are currently expanding into Mexico.

Proman has a global presence in the production, sale and distribution of natural gas derived products, including methanol, ammonia, melamine and UAN solution, as well as assets for the production of natural gas onshore in the United States and offshore in Trinidad and Tobago.

Proman is also a significant services business, with extensive experience in engineering, plant operations, petrochemical and power plant construction, product marketing and logistics, project management and project development. Our global development teams fund and develop projects, providing support at all stages by securing environmental permits, arranging critical commercial contracts and raising asset-level financing, to help bring projects to completion across the petrochemical and energy industry. They are also always looking for ways to utilize Proman's experience and integrated value chain to explore innovative and forward-looking energy solutions.

We cover all aspects of the gas molecule's journey from extraction through to production and onwards to the delivery of the final product to our partners. We are proud to have created a fully integrated value chain within the Proman family of companies.

Our people's commitment and quality define us as a company. Our highly skilled and talented teams around the world use their expertise and experience to deliver high quality services across the business in project development and project management, in the construction and upgrade of plants, in the management of plant operations as well as in the maintenance and turnarounds of existing facilities.

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