



Open Position B4-18 - Administration Assistant

DSP Data and System Planning SA is an IT company with more the 30 years' experience based in Switzerland (Lugano-Manno). Provides worldwide IT solutions and business operation consultancy taking advantage of its specialized and proven know-how in information technologies applied to the shipping industry, port and terminal management and intermodal transportation, but also in new promising markets like the agri-food sector (SMART Industry 4.0).

The Administration Assistant will respond to the head of administration and will flexibly support DSP in the daily management of company business with direct and frequent relation with DSP CEO and Board.

After a learning period to understand DSP business and style of working, the Assistant will work independently on assigned tasks.

JOB DESCRIPTION

Office Management

- Secretariat (phone calls, mailing, top management support)
- Head office management and organisation, duly managing assigned budget
- Welcome and care of DSP guests
- Documentation archiving
- Communication, Marketing and Sales
- Support Marketing and Communication in the preparation of needful documentation, presentation, newsletter
- Organisation of meetings or events and all needful preparation and set up
- When requested, attend the meeting or event to manage on site organisation and attendees welcome
- Support Sales on Customer Relation Management (CRM) with Mailing list, communication, customer database.
- Support in the preparation of internal communication: newsletter, administrative information

Administration

- Passive Invoicing cycle
- Timesheet and expenses check for payments to external consultants

DSP strongly believes in its human resource potentiality and encourage an autonomous and proactive approach to the assigned tasks, in the context of a mutual relationship of trust and commitment. For this reason, other responsibilities could be assigned to the Assistant with potential carrier growth within the Company, like but not limited to Human Resource Administration (Extensive international travel management, timesheet and expenses, payrolls, reporting).

SOFT SKILLS

The Assistant shall have a strong attitude in human relationship, diplomacy, ability to interact and communicate with different international cultures, problem solving attitude and able to work in full autonomy, with commitment, passion and flexibility.

Essential personal attitudes: precision and confidentiality, listening skills, ability to manage stress and ability of facing every situation and person with diplomacy.

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In relation to promotional events, Assistant shall be available to travel worldwide for short periods.

The Executive Assistant must be able to manage costs and capable of own time management to be efficient and effective.

STUDIES

High School diploma, but Bachelor's Degree or above is an advantage.

Very good knowledge of most common office automation software, Word, Excel, Power Point.

WORKING EXPERIENCE

Candidate shall have matured an experience of at least 3 years in the Secretariat or Administration of a Company in an international business context.

REQUIRED LANGUAGES

English and Italian (good command, written and spoken).
Knowledge, even basic of other languages is an advantage .

WE OFFER

Adequate salary and compensation, challenging and informal environment, international activity with travel opportunities.

If you are interested please send your CV **by May 25th** and usual related documentation to the following email address: openposition@dpservices.ch, or contact DSP for additional information.