



Talent driven
culture.

Administrative Assistant Trainee (Space Sector)

Ref.ª T202411

Our client is a prestigious company in the space sector that provides solutions to the challenges inherent in the aerospace industry, such as the development of propulsion systems, aerial platforms and advanced manufacturing technologies.

We are looking for an Administrative Assistant to integrate the company into an Internship regime.

Location: Caparica

Accountabilities:

- Supporting the management team;
- Centralizing and routing telephone contacts;
- Support in organising internal and external meetings, as well as coordinating events (fairs, conferences, presentations, among others);
- Managing orders and mail;
- Support in preparing and organising documentation;
- Scanning and organizing documents, including naming files;
- Stock control of office supplies and promotional material;
- Development of marketing and communication activities;
- Document management and archiving.

Requirements & Qualifications:

- Degree completed (preferably in areas related to Management, Marketing or Communication, Management Advisory, Public Administration, International Relations or in a relevant area to the scope of the job);
- Solid knowledge of social networks and digital communication tools;
- Good communication skills and interpersonal skills;
- Dynamism, proactivity and organisational skills;
- Multitasking and problem-solving skills;
- Aptitude and interest in dealing with new technological tools;
- Advanced command of Microsoft Office (Word, Excel, PowerPoint);
- Fluency in English (oral and written);
- Driving license.

Offer:

- Salary package commensurate with experience and skills;

If you meet the above requirements, please send your application by e-mail to: lgoncalves@qsr.consulting with the reference T202411_REC_Administrative Assistant Trainee.

- Opportunity to join a growing company;
- Career opportunity.

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