# **JOB DESCRIPTION**

# **POSITION TITLE:** Office Assistant

# **BUSINESS UNIT:** Corporate

# **LOCATION:** Madrid

# **REPORTS TO:** Head of People Experience

# **OVERVIEW:**

We are a leading renewable energy company dedicated to providing sustainable and innovative energy solutions. Our mission is to drive the transition to clean energy and reduce our carbon footprint. We are looking for a motivated and organised Office Assistant to join our dynamic team and support our administrative operations.

# **RESPONSIBILITIES:**

* **Administrative Support**: Assist with day-to-day administrative tasks, including answering phones, managing correspondence, and maintaining office supplies.
* **Scheduling**: Coordinate and schedule meetings, appointments, and travel arrangements for team members.
* **Documentation**: Prepare, organize, and maintain documents, reports, and records.
* **Customer Service**: Greet visitors, handle inquiries, and provide excellent customer service.
* **Data Entry**: Input and update data in company databases and systems.
* **Office Management**: Ensure the office environment is clean, organized, and well-maintained.
* **Team Collaboration**: Support various departments with administrative tasks and projects as needed.

**QUALIFICATION AND EXPERTISE:**

* + High school diploma or equivalent; additional qualifications in office administration are a plus.
  + +2 years of experience in an administrative or office assistant role.
  + Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
  + Fluent English spoken and written.

# **SOFT SKILLS:**

* Excellent organisational abilities.
* Strong communication and interpersonal skills.

FRV is an equal-opportunity employer. At FRV we celebrate diversity and are committed to creating an inclusive environment for all employees.

The decision to hire or discharge in this process will be based on skills and competences alignment to the role’s requirements.