



SPEYHAWK LTD

<https://www.constructionrecruitment.com/job/italian-speaking-executive-assistant-construction-job/>

Executive Assistant

Description

Italian Speaking Executive Assistant / Project Assistant

Are you an Executive Assistant or Project Assistant in the Construction Industry with a bilingual fluency in English and Italian? Our client, a prestigious Development Company with operations across Europe are in the market for an ambitious self-starter to work alongside the Head of Development. This is a unique opportunity for someone looking to develop their career in Construction Project Management.

About:

Our client is dedicated to driving sustainable development initiatives in the Prime an Ultra prime residential development sector. They collaborate with diverse stakeholders to implement projects that foster economic growth, innovation and social distinction. As an Italian Speaking Executive Assistant / Project Assistant you will play a crucial role in supporting the Head of Development and executive team in the success of delivering multiple projects.

Key Criteria:

- Fluency in Italian and English, both spoken and written, is essential.
- Proven experience as an Executive Assistant or Project Assistant.
- Excellent organisational and time management skills, with the ability to prioritise and multitask effectively.
- Strong communication and interpersonal skills, capable of liaising with individuals at all levels.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and project management tools.
- Detail-oriented and capable of maintaining high standards of accuracy.
- Proactive and adaptable, with the ability to thrive in a fast-paced environment.

If you are a motivated professional with fluency in Italian and a passion for project management, we would love to hear from you!

To apply, please upload your CV quoting the reference: – JP881A

Responsibilities

Provide comprehensive executive support to the Head of Development, including calendar management, travel arrangements, budgetary tasks, coordination of project information and general correspondence written and spoken in Italian and English.

- Act as a liaison between project stakeholders, coordinating meetings, conferences, and workshops.
- Assist in project planning and organisation, preparing reports, presentations, and documentation in both Italian and English.
- Conduct research and analysis to support project decision-making

Hiring organization

Speyhawk Ltd

Employment Type

Full-time

Industry

Construction

Job Location

London, Mayfair, United Kingdom

Base Salary

£ 50000 - £ 55000

Date posted

7th July 2023

Valid through

31.08.2023

processes.

- Monitor project timelines, milestones, and deliverables, ensuring adherence to deadlines.
- Collaborate with internal and external teams to facilitate smooth project implementation.
- Handle administrative tasks, such as expense management, document filing, and data entry

Job Benefits

The opportunity offers long term career prospects and a competitive package with a comprehensive benefits package to include personal travel, private health care, generous pension contributions and bonus incentive.

Professional development: Access ongoing training and development opportunities to enhance your knowledge and career progression.