

Executive Assistant

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Company: Alstom

Location: İstanbul

Category: other-general

At Alstom, we understand transport networks and what moves people. From high-speed trains, metros, monorails, and trams, to turnkey systems, services, infrastructure, signalling and digital mobility, we offer our diverse customers the broadest portfolio in the industry. Every day, more than 80 000 colleagues lead the way to greener and smarter mobility worldwide, connecting cities as we reduce carbon and replace cars.

We are looking for an **EXECUTIVE ASSISTANT** for our Managing Director of the Country organization.

What we can achieve together:

Act as the point of contact between the site Leadership team members

Support the Managing Director in business meetings and schedules

Maintain professional and personal agenda, arrange meetings and appointments, and provide reminders

Produce reports, presentations, and briefs when necessary for the Management Committee

Work in synergy with the HR, Communication Dept. in the organization of company events

Managing external providers for his/her scope (General Services)

Developing and carrying out an efficient documentation and filing system

Organize events and customer visits when needed

What's your profile ?

At least 5 years of experience in equivalent role in a structured company

Mastery of Microsoft Office and IT tools is required to successfully carry out your missions.

Recognized for your dynamism, your excellent interpersonal skills, and your sense of organization

Confirmed experience in verbal and written business correspondence

You know how to manage priorities and demonstrate responsiveness and adaptability in your work

Exemplary planning, ability to multitask and prioritize daily workload

Excellent organization & planning capabilities

Sense of confidentiality is essential to occupy this position.

A very good level of English written and spoken

Nice to have of French language

Alstom is the leading company in the mobility sector, solving the most interesting challenges for tomorrow's mobility. That's why we value inquisitive and innovative people who are passionate about working together to reinvent mobility, making it smarter and more sustainable. Day after day, we are building an agile, inclusive and responsible culture, where a diverse group of people are offered opportunities to learn, grow and advance in their careers, with options across functions and geographic locations. Are you ready to join a truly international community of great people on a challenging journey with a tangible impact and purpose?

Equal opportunity statement:

Alstom is an equal opportunity employer committed to creating an inclusive working environment where all our employees are encouraged to reach their full potential, and individual differences are valued and respected. All qualified applicants are considered for employment without regard to race, colour, religion, gender, sexual orientation, gender identity, age, national origin, disability status, or any other characteristic protected by local law.

Job Segment: Administrative Assistant, Executive Assistant, Secretary, Administrative

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