

## Executive Assistant (part-time)

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Company: CAPCO

Location: Poland

Category: other-general

## Executive Assistant (part-time)

at Capco Poland

### CAPCO POLAND

**Capco** is a global technology and management consultancy specializing in driving digital transformation across the financial services industry. We are passionate about helping our clients succeed in an ever-changing industry.

Joining Capco means joining an organisation that is committed to an inclusive working environment where you're encouraged to #BeYourselfAtWork. We celebrate individuality and recognize that diversity and inclusion, in all forms, is critical to success. It's important to us that we recruit and develop as diverse a range of talent as we can and we believe that everyone brings something different to the table – so we'd love to know what makes you different.

Such differences may mean we need to make changes to our process to allow you the best possible platform to succeed, and we are happy to cater to any reasonable adjustments you may require. You will find the section to let us know of these at the bottom of your application form or you can mention it directly to your recruiter at any stage and they will be happy to help.

### **We also are:**

Experts in banking and payments, capital markets, wealth and asset management

Focused on maintaining our nimble, agile, and entrepreneurial culture

Committed to growing our business and hiring the best talent to help us get there

## **THINGS YOU WILL DO:**

Assisting executives in the use of company self-enabling tools including travel and reservations, coordinating travel arrangements and assisting with itineraries and visa/passport procedures.

Proactive calendar management.

Assisting with calendaring/scheduling of appointments, arranging conference calls, video conferences or data conferences.

Coordinating work with internal and external third-party suppliers at the request of the executive or supervisor.

Assisting executives in the execution of non-routine tasks e.g. related to Client's related matters and duties such as preparing Excel reports and/or Power Point presentations.

Coordinating shipments, ordering office supplies and helping organize events

Analyzing and solving of lower-complexity problems.

## **SKILLS & EXPERIENCES YOU NEED TO GET THE JOB DONE:**

University degree (or in progress) in Economics, Administration or related field.

Similar professional experience would be a plus.

Proficiency in MS Office Suite (especially Excel and PowerPoint).

Good command of English (at least B2 level).

Proactive with strong organizational and time management skills.

High attention to detail and reliability.

## **Why join Capco?**

Employment contract (part-time job).

Possibility to work remotely (3 days office / 2 days home office)

Speaking English on daily basis, mainly in contact with foreign stakeholders and peers

Multiple employee benefits packages (MyBenefit Cafeteria, private medical care, life

insurance)

Access to 3.+ Business Courses Platform (Udemy)

Access to required IT equipment

Paid Referral Program

Ongoing learning opportunities to help you acquire new skills or deepen existing expertise

Being part of the core squad focused on the growth of the Polish business unit

A flat, non-hierarchical structure that will enable you to work with senior partners and directly with clients

A work culture focused on innovation and creating lasting value for our clients and employees

#### **\*\* RECRUITMENT PROCESS STEPS\*\***

- Screening call with the Recruiter.
- Interview with Capco Hiring Manager.
- Feedback/Offer.

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#### **Cross References and Citations:**

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