

Job opportunity

Office Assistant



Are you the **Office Assistant** we're looking for?

You:

- have experience in office management
- have affinity with working in a small company with short communication lines
- have good organizational, planning and communicational skills
- will ensure filing of information, coordinating diaries/meetings and take care of invoices and purchase orders
- are service-driven and customer-minded
- are flexible and enjoy being part of a team
- are able to speak, read and write in English

We:

- will coach you and provide training, if needed
- offer a part-time job
- offer a working environment in which a professional approach goes hand-in-hand with a personal touch
- invite you to apply by sending your CV and motivation to info@az-regulatory.com