

Professional secretary and administrator with more than 15 years of experience in the creation and organization of correspondence, storage of correspondence sent and received, organization of meeting agendas, creation of key performance indicators for staff, entry of data into SAP as end-user, communication with team commitment and problem solving Skills – The ability to communicate with staff and clients in a tactful and appropriate manner – The ability to adapt in a collective working environment and achieve the desired results – Capacity to develop key performance indicators for the Group – The ability to manage time and manage tasks as required – Capacity to manage databases and organize data and files – The ability to communicate tactfully and tactfully with clients. Excellent user of Microsoft Office. – Capacity to use SAP data entry as end-user And a SAP MM trainee. – Write e-mails and text messages quickly and efficiently. – Capacity to maintain revised files in accordance with the needs of staff and clients – Reviewing and updating various documents, including workflows – Document tracking and workflow – Supervision of the copying and storage of documents – Verification and preservation of paper and electronic archives – Preparation of project-specific reports according to work needs – Establishment of systems to assist the Director in the implementation of administrative functions – Maintaining the confidentiality of the company ' s sensitive information