

# Administrative Assistant @ Ariska



contact@effitalents.com

Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Aug 15, 2024

Published : Jul 15, 2024

Employment Status : Full Time

Experience : 3 - 5 Years

Salary : To be defined

Gender : Any

Career Level : Mid Level

Qualification :

## Job Description

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### Responsibilities:

- Manage **administrative tasks** to allow consultants to focus on client work, such as handling billing and proposals.
- Conduct **transcriptions of interviews** related to ethics, fraud, and harassment investigations.
- Use **online accounting software** to manage financial transactions and ensure timely client billing.
- **Maintain and update records** for compliance and internal audits.
- Provide support for **remote work setups**, ensuring data security and confidentiality.

### Requirements:

- Professional education in secretarial work or related fields.
- Native/advanced **French and English** (mandatory).
- Fluent in Portuguese (nice to have).
- Strong understanding of English and French accents.
- Highly **agile and capable of managing multiple projects** simultaneously.
- Comfortable with remote work and occasional travel.
- Minimum **3 to 5 years of recent experience in administrative roles**, preferably in legal offices or assisting high-level executives.

### About the company:

The company provides business **consulting services in risk management and compliance, internal audit, ethics, and investigations**.

They are committed to building a complex network composed of an infinite variety of groups formed by diverse individuals, freely associated and dedicated to transparent, ethical, and free organizations.

The company's mission is to **empower people and collaborate with their clients to create a work environment based on trust, free from fraud, corruption, and harassment**. They work to promote a peaceful work environment that contributes to the creation of sustainable value.

### Your recruiter:

Aline, Senior Talent Acquisition Specialist @ Effitalents.

Reach her to get more infos!

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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