Executive Assistant at Swedish Space Corporation | Stockholm, Stockholm

Swedish Space Corporation are looking for an Executive Assistant for the CEO, with additional support to the Executive Committee.

As a global provider of advances space services SSC helps Earth benefit from space. With more than 40 years of experience SSC enables governmental agencies, research institutes and commercial companies to make better use of space in fields like telecommunications, security, meteorology, positioning, navigation, remote sensing and scientific research.

Through the resolute efforts of our 600 employees in eleven countries we provide advanced space services and technology in satellite communication and operations, satellite launch services, sounding rocket and balloon launching services, engineering services, flight test services, maritime surveillance systems and leading edge space systems technology. Our core values are:

Customer oriented | One company | Responsible | Excellence

http://www.sscspace.com/

As the Executive Assistant, you will play an important role with a variation of different tasks, including:

• Management of Board materials: coordination, refinement and distribution/publication
• Prepare and arrange Board meetings
• Preparing and organizing management meetings
• Search for and compile information and prepare presentations
• Document management (Archiving/Storage/Organization)
• The publication of financial information etc. on external web and intranet
• Certain external and internal communication of the President/Executive Committee.
• Calendar Management; reservation and coordination of meetings/premises
• Calendar for the Board of Directors and Executive Committee
• Travel bookings for all CEO and management team, and Group bookings may occur.
• Receiving visitors

Initially you will have your employment at Proffice and work at Swedish Space Corporation - in a long term perspective, the idea is that you will have your employment directly at Swedish Space Corporation. Preferably you will be able to start at your new position in January 2014.

Location: Solna

Full time/part time: Full time

Last day to apply: 2013-12-16
Information: Elin Thor

Qualifications:
To achieve success in this role, you should have at least 5 years of Executive Assistant experience working in a corporate environment. You are fluent in Swedish and English in speech and writing. Proficient skills in Microsoft Office Suit required. You must have a high school degree, and vocational training is appreciated.

Furthermore you have outstanding skills in written and verbal communication. You have an ability to work independently with minimal guidance to carry out assigned responsibilities, you are structured and service minded. Additionally you must be detailed oriented and able to quickly evaluate accuracy of information.

About Proffice:
Proffice is one of the leading Nordic providers of HR solutions, with over 100 offices and 10.000 employees. Our specialists offers effective service solution for staffing, permanent placement, consulting and outplacement.

Proffice´s shares are listed on the NASDAQ OMX Nordic Exchange in the Stockholm Mid Cap segment

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