

## **OFFICE ASSISTANT**

We are a Company, based in Lisbon, part of a leader and reference international group, operating in the Gaming and Entertainment market (online and landbased).

We are currently looking for an Office Assistant to work in a fast-moving iGaming environment, where the main goal is to ensure the management of general office duties, human resources and corporate events, and also to ensure company procedures are operated successfully.

### **Primary Role and Responsibilities**

- Assist the company's operational areas;
- Assist and interact with the various departments of the company in order to ensure compliance with all implemented processes;
- Performs a range of basic office support activities for a unit/department, such as answering phones and directing calls, greeting and directing visitors, answering questions and performing routine clerical, data entry, and/or word processing work as assigned;
- Assist the Company's Management team in travel arrangements and other administrative support;
- Assist all departments in administrative support;
- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances, and carrying out necessary corrections that may arise;
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts, and office systems;
- Liaise all HR needs directly with the HR Department, while handling directly employees enquiries;
- Participate actively in the planning and execution of company events;

### **Requirements**

- ✓ Portuguese native speaker;
- ✓ High level of English, both written and orally speaking;
- ✓ Resourceful, know how to be proactive and are at ease with various IT tools, especially Outlook, Word, Power Point and Excel.
- ✓ At least 1-year experience in administrative experience;



- ✓ Stress-resistant and able to efficiently manage several tasks simultaneously;
- ✓ Proactive, solution-oriented with focus on detail;
- ✓ Be a team player but also able to work independently;

## **Our offer**

- ✓ An enriching and valuable experience in a playful sector!
- ✓ A full-time contract, with an attractive and dynamic salary package to match your talents and investment.
- ✓ A training with professional and passionate colleagues in a fun and challenging environment.
- ✓ An experience in a company that is in full expansion and ambitious about its development.

Please apply sending your CV in English and indicating the position Ref. OA to [info.online@estorilsoldigital.com](mailto:info.online@estorilsoldigital.com)