

OPERATIONS SUPPORT SPECIALIST

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 Operations Support Specialist to work in a fast-moving iGaming environment, where the main goal is to optimize business operations, collaborating across departments to streamline workflows, manage databases, and resolve operational challenges.

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;
- Assist all departments in administrative support such as the Legal and Compliance Department and the Marketing Department in all clerical tasks, namely, not limited to:

Marketing:

- Support in PR and Communications tasks, including press releases and media communications.
- Contribute to brand activations by assisting in logistics and necessary documentation.
- Assist in maintaining marketing databases and organizing promotional materials.

Legal and Compliance:

- Facilitate document preparation and filing for legal processes;
 - Support in the organization of legal meetings and communications;
 - Ensure mandatory periodic reports and audits are conducted;
 - Ensure operational legal compliance, articulating with the regulatory body whenever necessary, requested or planning;
 - Assist in negotiating and signing contracts with game suppliers;
- 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;
- ✓ Excellent verbal and written communication skills;
- ✓ High level of English, both written and orally speaking;
- ✓ Experience in a fast-paced, business work environment;
- ✓ Resourceful, know how to be proactive and are at ease with various IT tools, especially Outlook, Word, Power Point and Excel;
- ✓ Exceptional analytical skills to sift through high volumes of data and information;
- ✓ At least 3-year experience in similar operational and administrative role;
- ✓ Knowledge of the industry and market trends;
- ✓ 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