

Administrative secretary Front-office assistant

- ❖ **DEPARTMENT/FUNCTION:** Administrative secretary
- ❖ **Workplace:** Avenue Louis Braille - 1002, Tunis
- ❖ **Positions required:** 1 Open position
- ❖ **Required Hard and Soft Skills:**
 - Technical diploma or degree (accounting, business expert or degree in Economics)
 - Management of the general secretariat
 - Call filtering and sorting
 - Reception and registration of guests
 - Management of express couriers and correspondence
 - Organizational secretariat (agendas management, flight and hotel booking, meeting room management)
 - Documents preparation
 - Small accounting
 - Expense report management
 - Issue and registration of invoices
 - Bank and post office fees
- ❖ **Technical Skills:**
 - Previous experience in similar roles
 - Mastery of the Microsoft Office package
- ❖ **Soft Skills:**
 - Precision and ductility
 - Open minded
 - Decision making
 - Proactivity
 - Steadiness
- ❖ **Language skills:** Italian and English are mandatory
- ❖ **Eligibility and closing date:** This vacancy will be filled as soon as possible, and applications should normally reach us no later than 31.12.2021
- ❖ **Email to send your CV:** fcarlevato@micla.info

ABOUT MICLA -ENGINEERING & DESIGN SERVICES FOR INDUSTRIAL PROJECTS

MICLA was founded in 2005 in Turin with the aim to support its clients, offering qualified resources in automotive area and generally in industry. Today, with over 15 years of experience, MICLA can count on over 200 collaborators in Italy, Germany and Brazil owning diversified skills and experiences, from design to the entire product development cycle.

AUTOMOTIVE. MICLA offers engineering and design services for international customers, supporting the automotive sector since the beginning, and, from 2017, delivering productive activities.

RAILWAY. MICLA is convinced that digital technologies will enable the rail sector to improve its appeal and capacity, especially when fully integrated in the design, operation and maintenance phases. The innovation will focus on control systems and communication with signaling systems in order to fully automate the railway sector and improve traffic flows.

AERONAUTICAL. Thanks to its aeronautical engineers, MICLA is on the front line of researching about new technology in military or civilian aviation. Including aircraft design and development, manufacturing and flight experimentation, jet engine production and experimentation, and drone (unmanned aerial system) development.

BOATS MICLA's primary responsibility is to maintain the mechanical propulsion systems of marine vessels, including engines, pumps, boilers and generators. Additional responsibilities include maintaining electrical, refrigeration, ventilation, heating and cooling systems.