

Alenia North America Inc.
Position Description

Job Title: Administrative Assistant
Business Unit/Department: Corporate Office

Position Summary:

Alenia North America is currently looking for two experienced Italian speaking Administrative Assistants. Administrative Assistants will be responsible for performing a broad range of administrative support duties of a highly responsible and confidential nature. This individual will efficiently carry-out all day-to-day duties, as well as specifically requested duties in a timely and comprehensive manner

Position Responsibilities (Include, but are not limited to the following responsibilities):

- Schedule and organize meetings, travel, conferences and Executive Office activities.
- Perform clerical duties such as copying, faxing, invoice processing, etc.
- Responsible for coordinating all set up and catering for Corporate Office meetings.
- Greet visitors to the Corporate Office and escort them throughout the office.
- Create and edit various Word documents and PowerPoint presentations.
- Translate documents from Italian to English as needed.

Position Requirements:

- Fluency in the Italian Language is preferred, but conversational skills are required.
- Strong attention to detail, excellent organizational skills, solid follow-through skills and strong interpersonal and communication skills.
- Bachelor degree not required, but preferred.
- Ability to multi-task and operate in a fast paced environment.
- At least 3-5 years of administrative assistance experience.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software.
- The position requires a high level of tact and diplomacy and the ability to handle sensitive and confidential information.
- Flexible hours as needed

Employee: _____

Date: _____

Supervisor: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be a list of all responsibilities, duties and skills required. Specific duties may change without notice.

Alenia North America is an EEO-M/F/D/V employer.

Revised 7/14/2010