

## Haifa-Nazareth EPC Admin/Assistant

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Company: Alstom

Location: Haifa

Category: other-general

Req ID:[[451464]]

At Alstom, we understand transport networks and what moves people. From high-speed trains, metros, monorails, and trams, to turnkey systems, services, infrastructure, signalling and digital mobility, we offer our diverse customers the broadest portfolio in the industry. Every day, more than 80 000 colleagues lead the way to greener and smarter mobility worldwide, connecting cities as we reduce carbon and replace cars.

### **ACCOUNTABILITIES & AUTHORITIES**

#### **Key accountabilities:**

Managing and recording annual leave of Project team

Liaising with project team on a regular basis to obtain various information for the PM

Compiling reports for Project reviews

Arranging meetings – including room bookings, equipment, refreshments, etc

Customer liaison – build up relationships with the customers at all levels and become a reliable

point of contact for them

Manage the office – reception of visitors, room allocation, post, invoices, lunches etc

Travel arrangements – flights/hotel bookings -visa

Manage expenses sheets in the e-tools

Diary management

Email management: where appropriate responding on Operations Director's behalf / fielding telephone calls

Prepare agendas for the meetings, write minutes

Provide support in making PowerPoint presentations

Manage DA and follow payment of invoices

Provide the necessary support to new comers in the team

## **EXPERIENCE PREREQUISITES & REQUIRED COMPETENCES**

### **Educational Requirements:**

Degree level

IT skills – Good command of software (word, excel, PowerPoint, Outlook)

### **Competencies & Skills**

Trustworthy / Confidential / Discretion

Sense of urgency

Autonomy, good sense of initiative and ability to anticipate and solve issues

Quality rather than quantity service

Reactivity

Good relationship and communication skills

Team-spirit and customer focused

You don't need to be a train enthusiast to thrive with us. We guarantee that when you step onto one of our trains with your friends or family, you'll be proud. If you're up for the challenge, we'd love to hear from you!

### **Important to note**

As a global business, we're an equal-opportunity employer that celebrates diversity across the 63 countries we operate in. We're committed to creating an inclusive workplace for

everyone.

**Job Segment:** Administrative Assistant, Administrative

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