

Executive Assistant, International Public Policy Team



Job ID: 1502451 | Amazon Italia Services Srl

DESCRIZIONE

Amazon is seeking an exceptionally bright and motivated Administrative Professional to support our France, Italy, and Spain Public Policy Team, based in Italy or Spain. This role will support the effectiveness and efficiency, both internally and externally, of the France, Italy, and Spain Public Policy Team, as well as ensure smart business planning and coordination across the wider business and public policy teams. The role will also work collaboratively with other International Public Policy Executive Assistants across our region to support overall administrative department goals.

This role requires outstanding skills in planning, time-management, and organization, superior attention to detail, an ability to meet tight deadlines and juggle multiple internal and external requests in a calm, friendly and efficient way. The successful candidate will be trusted to handle confidential and sensitive information, and be able to work professionally with senior business executives, government and public policy stakeholders. The ideal candidate will have experience of working well in a fast-paced, multi-stakeholder corporate or public policy environment.

A good sense of humor is critical, as is the ability to continually prioritize and change direction at a moment's notice. The successful candidate will possess the ability to complete complex tasks and projects quickly with little to no guidance, be very strong in anticipating team, and react with appropriate urgency and action to unanticipated developments or situations.

Responsibilities for this position include:

- Seamless administrative support to the France, Italy, and Spain Public Policy team
- Management of complex calendaring and scheduling, requiring internal and external coordination
- Tracking and driving to completion of key deliverables, and follow-up on outstanding items
- Understanding business priorities and identifying process improvements to create efficiency and scale for the team
- Providing project management support on key public policy priorities
- Management of expense processing and department budget tracking
- Contract management and processing support

- Friendly and diplomatic handling of external partners and stakeholders
- Administrative and events support for external visits to Amazon
- Complete other tasks such as updating team organizational charts and completing expense reports

QUALIFICHE DI BASE

- Minimum of 2 years' experience providing executive support at a senior level or in other business roles
- BA/BS or commensurate experience
- Written and spoken proficiency in French, Italian, Spanish and English

QUALIFICHE PREFERENZIALI

- Seamless administrative support to the France, Italy, and Spain Public Policy team
- Expert-level proficiency with Microsoft Office, Outlook, Word, Excel, PowerPoint, SharePoint
- Positive, proactive, calm and flexible under pressure;
- A problem solver
- Able to have fun at work and help others do the same within a remote management international team organization
- Able to handle administrative details independently, while keeping stakeholders appropriately informed or engaged
- Confident and thoughtful in applying sound business judgment
- Strong business acumen with the ability to identifying gaps and implement improvements
- Experience with event planning and space management
- High level of integrity and discretion in handling confidential information and dealing with professionals inside and outside the company
- Grace under pressure, and the ability to switch gears at a moment's notice
- Exceptional written and oral communication skills
- Experience of working within an international matrix organization
- Experience of working with government and/or policy stakeholder
- Experience of working across countries and time zones within a global organization

Amazon is committed to a diverse and inclusive workplace. Amazon is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.

Per candidarsi

<https://www.amazon.jobs/it/jobs/1502451/executive-assistant-international-public-policy-team>