



Emmanuel Babled design studio is looking for:

Office Administrator
Lisbon
25-OA-18

Job Description:

The person will be in charge of providing administrative support to the senior office manager and for the development of sales strategies.

This role will be developed through different tasks:

- Deal with queries and issues from our clients, suppliers and partners
- Coordinate and arrange shipping for international orders
- Manage sales and stock database
- Liaise with the Accountants – fiscal administration
- Process invoices and raising invoices accordingly
- Support the studio's production according to delivery and schedule with the designer team.

Job Requirements:

- Excellent written and verbal communication skills, demonstrating the ability to communicate effectively and positively with clients and external contacts;
- Multilingual skills – Portuguese and English is mandatory; Italian considered as a plus
- Organization and management skills
- Immediately available;
- Eligible for Professional Internship (IEFP).

The successful candidate will work in a creative and fast paced environment with an international team – English spoken working environment.

Offers apply to : candidaturas@human2human.pt