



We are looking for an
Administrative Assistant (m/f/x)

Location: Porto
Starting: at the next possible date

THE NEW CREW THAT'S WAITING FOR YOU:

THE FORCE builds companies for companies in the healthcare, pharmaceutical, and medical devices sector.

We encourage work in a flexible surrounding and as a diverse group when it comes to gender, nationality, religion, and ways of working. This unique culture is aimed to integrate employees and partners seamlessly into one organization.

Likewise, this organization shall easily adapt to customer organizations. Our unique way of operation will release THE FORCE to solve customer problems in a fast, effective, and efficient manner.

In all of this, people are and will be at the center of our attention, and the most valuable asset we have: People are our strength. They make us THE FORCE.

THE WATERS YOU'LL NAVIGATE:

- You provide assistance in the recruitment process.
- You steer onboarding formalities according to internal and legal requirements.

- You organize, maintain, and update physical and digital personnel records for everyone on board, like employment contracts and other relevant employee information.
- You ensure nothing goes rogue and that all HR and legal regulations are complied with.
- You aren't lost at sea when it comes to the payroll process and assist it by providing employee information, including leaves and employee benefits.
- You support the accounting team to stay on course by preparing and providing necessary documentation.
- You act as the anchor and connection point for insurances companies like health and safety at work, health insurance, and accident at work insurance.
- You don't drown in organizational tasks but prepare correspondences, arrange meetings, and process confidential reports and documents.
- You map out and supervise all travel arrangements for employees, including expenses, as applicable.
- You don't rely on sending a message in a bottle but promote effective communication within the organization.
- By overseeing and managing topics like equipment, supplies, cleaning, etc., as well as the office filing system and inventory, you ensure the office doesn't capsize.

THE QUALITIES THAT WILL GET US ON THE HOOK:

- A bachelor's degree or relevant experience in economics, finance, or HR set your course for this position.
- Ideally, you're a professional who's been sailing under the flag of Human Resources or Administration for a while.
- Your familiarity with HR functions contributes to the smooth sailing of all HR operations, including internal alignments across sites about HR topics.
- A basic knowledge of the recruitment process is your compass in day-to-day work.
- You've collected some wealth when it comes to skills in performance management and employee benefits administration.
- Being an excellent learner with the ability to work in teams, outstanding organizational abilities, and high problem-solving skills are all part of your personal treasure chest.
- Your written English skills are worth their weight in gold and allow you to create reports as well as to meet tight deadlines.

THE POSITION THAT FLOATS YOUR BOAT:

If you recognize yourself in these points and want to catch this wave, send us your application directly via our application form.

Please note that we require all application documents in English.

[APPLY FOR THIS POSITION NOW](#)