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Oliver Wyman is a global leader in management consulting. With offices in 50+ cities across 26 countries, Oliver Wyman combines deep industry knowledge with specialized expertise in strategy, operations, risk management, and organization transformation. Our 4100+ professionals help clients optimize their business, improve their operations and risk profile, and accelerate their organizational performance to seize the most attractive opportunities. Our clients are the CEOs and executive teams of the top Global 1000 companies. Please visit our website for more details www.oliverwyman.com / www.oliverwyman.pl

Job specification

Job title:	Administrative Assistants with fluent European Languages
Department:	Administrative Assistants
Office/region:	Warsaw

Job overview

At this position, you will provide remote executive level administrative support to 5/6 Senior Professionals. Your key responsibilities will be: complex meeting schedule management, communication with external and internal clients, travel coordination, maintaining marketing CRM database and expense processing.

What we expect

- Impeccable written and oral English and another European language (C1/C2 level)
- Strong client service attitude
- Ability to deal with people at all levels across a multicultural environment
- Can do attitude and ability to juggle multiple tasks in dynamic environment
- Attention to detail and accuracy
- Openness to constructive feedback and willingness to excel and grow
- Team player who enjoys collaboration within teams and has a strong sense of ownership of their own workload
- Knowledge of MS Outlook / Word / Excel and CRM as a plus

What we offer

We're looking for someone who will be committed to the company and add to the culture and life of Oliver Wyman!

- Attractive compensation package and selection of benefits (private healthcare, sport card, lunch card, holiday allowance, etc.)
- Convenient location in the city centre
- Opportunity for professional growth and access to mentoring and training programs
- Inclusive culture that promotes work-life balance and diversity
- Opportunity to engage in Oliver Wyman Employee Resources Groups and CSR activities, charity/volunteering day
- Company events, friendly and flexible workplace
- Fresh fruits, beverages and snacks, cyclists'/bikers' amenities

Your documents

Please send us your CV in English WarsawRecruiting@oliverwyman.com

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www.oliverwyman.com/careers www.oliverwyman.pl



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