

Position: Team Assistant

Lisbon, Portugal

We are looking for a **Team Assistant** to support our Business Development and Project Teams. This position provides an opportunity for growth and increased responsibilities. Initially remote, we expect a hybrid position in the future (Lisbon area).

RESPONSIBILITIES & TASKS

Business Development

- Provide general support to the Business Development Team
- Maintain databases and file documents in Sharepoint
- Support with proofreading reports and proposals
- Search for business opportunities and tenders
- Support with preparing contractual agreements for vendors and suppliers

Project Support

- Supporting ongoing projects with survey coordination and quality checks
- Travel and visa arrangements for staff
- Event planning and organization
- Support with Social Media and Communication
- Editing and formatting reports

Office Management

- Answering phone calls, receiving mail and packages
- Monitoring office and ordering office supplies
- Contact suppliers and/or building management for any facility related issues

QUALIFICATIONS

- Associate or Bachelor's Degree
- Some prior work experience in an office environment preferred
- Proficiency with Microsoft Office
- Organizational skills and strong attention to detail
- Ability to prioritize, work independently and multi-task
- Strong English written and verbal communication skills; proficiency in French or Spanish would be a plus

Candidates must be legally eligible to work in Portugal. Please send your application letter with detailed CV, references, and salary expectations to recruit@a2f-c.com. Only shortlisted candidates will be contacted.