

**Ref.ª 15/CE/2022
EXECUTIVE ASSISTANT**

Lisbon
(M/F)

ANA Aeroportos de Portugal is recruiting for the position of Executive Assistant. This position is responsible for:

- Performing support and secretarial tasks to holders of C-level positions, acting in accordance with the transmitted guidelines.
- Ensuring the management of the administration's agenda.
- Managing the folders and documents to be sent, complying with the priority criteria provided.
- Ensuring the preparation of folders, documents, and presentations necessary for the Executive Committee and Board of Directors meetings.
- Planning and ensuring contacts of the Board with official and private entities, national and foreign.
- Participating in meetings to elaborate the minutes.
- All the administrative tasks of day-to-day management and expedient.
- Ensure the travel's planning and organization.

Job Requirements

- Minimum qualifications of Secondary level or training in Secretarial or Management Advisory (valued);
- Minimum of 10 years of experience in a similar position.
- Fluent in English and French (oral and written).
- Solid knowledge of MS Office (Word, Excel, PowerPoint, Outlook).
- Knowledge and experience in using Teams and Planner.
- SAP knowledge (preferential).

Privileged Behavioural Profile

- Excellent organizational and planning skills.
- Strong communication skills (oral and written).
- Flexibility, dynamism, and multiskilling.
- Information Management.
- Interpersonal relationship skills.

Other information: **Workplace: Lisbon.**

The pre-selected candidates will be submitted to the tests considered necessary after analysis of their applications.

In alternative, you can send your application to the e-mail recrutamento.ana@ana.pt, indicating the reference of the advertisement: **Ref.ª 15/CE/2022**

ANA Aeroportos de Portugal, SA is committed to ensuring the privacy and protection of personal data of all those related to it, namely the candidates who applied for the above-mentioned R&S process.

The personal data that we collect (name, email, telephone contact, address, driving licence details, VAT Number, citizen card number) are essential to process the application for the above-mentioned R&S process and to carry out any transactions within the scope of the same. The lawfulness of the processing is based on ANA's legitimate interest and the necessity of the same for the execution of pre-contractual diligences.

The processing of the candidate's personal data may be carried out using entities contracted or subcontracted by ANA, for the purposes of the application to the R&S process with the aforementioned purposes. In this case, these entities are obliged to develop the appropriate technical and organizational measures to ensure that the processing of personal data collected in the R&S process will meet the legal requirements, particularly in the field of Security and Confidentiality, to ensure the applicant's rights.

The candidate's personal data will not be transmitted to third parties for other purposes without his/her express consent.

The personal data shall only be kept for the period of time necessary to fulfil the purpose for which they were collected or processed, without prejudice to the time limits legally established for this purpose, namely

- i. Data contained in applications that are not accepted shall be deleted immediately;
- ii. The data contained in applications that are accepted but whose candidates were not selected for the interview stage shall be kept for a period of one year;
- iii. Data contained in applications which have been accepted and candidates selected for interview but not retained shall be retained for five years.

The holder of personal data may exercise his rights of access, rectification, elimination, limitation, opposition, and portability. To exercise these rights, the holder must make a written request via email to recrutamento.ana@ana.pt with the knowledge of the DPO appointed by the ANA: dpo@ana.pt, and must provide proof of their identity and specify the right or rights they wish to exercise.

When applying for this process, you should indicate that you have read and accepted the Privacy Policy of the aforementioned ANA (which can be consulted at www.ana.pt) and that you are aware that the personal data included in this R&S process will be necessary to process your application for this R&S process.