

Playitas Resort is Europe's best Sport Resort in Europe, located on the Island of Fuerteventura, a sports paradise of tranquillity and sunshine. Our main goal is to reach the maximum satisfaction of our customers and our staff, living the philosophy of Playitas, which is based on our healthy lifestyle strategy and sportive commitments. Our second extreme lifestyle Resort "la Pared powered by Playitas" welcomes surf, mountain biker and motocross enthusiasts.

Are you fit enough to join our international team?

play itas

Free your mind

We welcome Talents for the position:

EXECUTIVE SECRETARY

Responsibilities:

- To support the General Manager in delegated tasks.
- To process and archive confidential documentation.
- To manage e-mails, calls and appointments with management.
- To attend visitors and events in person (employees, suppliers and official bodies).
- To carry out administrative tasks: drafting reports, minutes of meetings, orders, preparation of presentations in Word, PowerPoint and Excel format.
- To Organise travel for the General Manager and presence at corporate events.
- To transmit management communications and supporting department heads in management-related tasks.
- Comply with all health and safety standards.

Requirements and necessary skills:

- University degree or higher education in Management or Business Administration is desirable.
- Demonstrable experience as a secretary in four-star hotels.
- High level of office automation: office package
- Languages - English level C2 (a second language would be an asset)
- Responsible and organised person
- Team player
- Detail-oriented, dynamic and enthusiastic person.
- Knowledge of environmental education
- Ability to spot and resolve problems efficiently.
- Communication and leadership skills.

If you are the ideal person for this job and a sports enthusiast, send your CV to

jobs@playitas.net