



Profession: Administrator

Your professional duties and task:

- Respond to E-mails
- Calendar planning
- Organizing Microsoft 365
- Plan and prepare meetings
- Sort, organize and store data in archive
- Orders and purchases for GoSmart
- Produce and edit documents
- Organize internal communication
- Automatize and digitalize mail handling
- Any administrative task that can be completed online
- Make applications, fill in forms
- Simple bookkeeping
- Order check and follow up

The duties and task may vary and change over time due to the nature of work and after a mutual agreement.

I, Hereby, accepts terms and conditions and approve that the guideline timeframe of 2H/day is adequate.

Name:

Signature:

Date:

NOSSA KJAG, Unipessoal, Lda.

a: R. das Salinas 6 | 8800-337 Tavira |

e: office@nossaka.com |