

# JOB PROFILE



# Personal / Project Assistant

# WOMEN4IT

## PERSONAL/PROJECT ASSISTANT

### Job profile

Personal assistants carry out a variety of liaison, coordination and administrative tasks for an individual, team or organisation.

### LEVEL OF AUTONOMY

Personal assistants work under direction from a manager, team leader or management team.

### USE OF ICT

Most of the time, personal assistants work on a personal computer, in an office environment, using office applications, and internal business platforms.

### MISSION

Personal assistants support a manager and/or help a team, division, office or organisation run smoothly.

### TYPICAL WORK ACTIVITIES

- Perform routine office tasks
- Maintain diaries, schedule appointments, arrange travel
- Set up meetings – in person and remotely
- Event planning and logistics
- Perform project support tasks such as managing project assets
- Assist in the preparation of budgets, monitoring expenditures, drafting contracts and purchasing or acquisition orders
- Carry out research and present findings
- Liaise with clients, suppliers, customers, partners and stakeholders
- Promote the company and its activities through social media channels

## BEHAVIOURAL COMPETENCES

- Collaborate with other professionals
- Exchange information verbally
- Communicate ideas and messages in written format
- Apply organisation techniques
- Apply listening techniques
- Learning to learn

## ATTITUDES

- Open-minded
- Emotionally intelligent
- Adaptable
- Systematic
- Focused on detail.

## COMPETENCES

FUNCTIONAL COMPETENCES		Mapping to DigComp 2.1 – competence and level
1	Use a word processing application to create, edit and save documents.	3.1 Developing digital content L6 3.2 Integrating and re-elaborating digital content L6
2	Use a spreadsheet application to create, edit and save financial and/or statistical information.	3.1 Developing digital content L5 3.2 Integrating and re-elaborating digital content L5
3	Use a variety of communication tools such as email, messaging to communicate with colleagues, managers, teams, clients and stakeholders.	2.1 Interacting through digital technologies L5 2.2 Sharing through digital technologies L5

4	Set up and manage online meetings.	2.1 Interacting through digital technologies L5 2.2 Sharing through digital technologies L5
5	Conduct online research.	1.1 Browsing, searching and filtering data, information and digital content L4 1.2 Evaluating data, information and digital content L4
6	Use a presentation tool to present findings and prepare slide decks for meetings.	3.1 Developing digital content L4 3.2 Integrating and re-elaborating digital content L4 5.3 Creatively using digital technologies L4
7	Manage, save, organise and retrieve correspondence, documentation, project assets.	1.3 Managing data, information and digital content L4
8	Post on social media through company accounts, create blog or news items for company websites.	2.1 Interacting through digital technologies L5 2.2 Sharing through digital technologies L5

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Project implemented by:

