

Ref. Code 25.1.D

1 resource for the Office Assistant Service

Required qualifications:

- San Marino citizenship and/or residence and/or an ordinary residence permit;
- High school diploma;
- English language: proficiency C1.

Preferred qualification:

- Previous experience in banking and/or financial sector and/or in commercial or legal firms and/or in consulting companies and/or in public offices and administrations.

Main tasks:

- Handling incoming/outgoing calls, emails, and mail;
- Document management;
- Welcoming visitors, scheduling appointments, and planning business trips;
- Editing documents and media, including in English;
- Supporting the Agency's services in organizational management, including the use of specific management software.

The employment classification will be at the first level of the employee category (according to the Employment Contract for Executive, Employee, and Auxiliary Staff of the Central Bank of the Republic of San Marino) and may also take into account previous experience.