

GENERAL MANAGER ASSISTANT – SUNRA

Location: Milan, Italy

Sunra is seeking a motivated and impeccably organised General Manager Assistant to join the office in Milan, to assist and work closely with this site's General Manager. In this position, you will enjoy a varied role and a great range of interactions on a daily basis. Whatever you find yourself focusing on, it will be aimed at delivering the highest quality service to Sunra's internal and external customers.

About SUNRA: SUNRA is a leading company in the EV industry, mainly specializing in design, R&D, manufacturing, and sales of Electric Vehicles. Born in 1999 from a burning idea conceived inside a garage, has now rapidly grown into an internationally known electric vehicle company. Sunra is present in 100+ countries, achieving 150 billion annual gross production value and 2000+ after sales service outlets.

Responsibilities:

- Be responsible for the overall direction and coordination of the leadership team's administration,
- Working closely with all support staff to build, coordinate and secure robust support and resources for projects and initiatives,
- Manage and control projects with various department (Operations, Marketing, Finance, etc.) on-site, as well as those deployed to other operational sites,
- Organise on-site employee events, including managing budgets and deadlines,
- Prepare minutes of meetings, while assisting with the follow up actions,
- Create presentations and agendas for organisational meetings,
- Organise and manage after sales services

Requirements:

- Bachelor's degree in Business Management or equivalent,
- Proficiency in English and Italian
- Solid proficiency in the Microsoft Office Suite (Outlook, PowerPoint, Word, Excel),
- Ability to prioritise and handle multiple assignments at any given time
- You're able to react with appropriate urgency to situations that require a quick turnaround, while always taking decisive action,
- Ability and confidence in communicating effectively with a variety of constituent groups, such as Senior Management and peers
- You're flexible and accommodating, able to commit the time required to get the job done.
- Preferred: previous experience working as an Executive/Personal Assistant

Send CVs in English to info@icpn.it with mail subject "Application ICPN x SUNRA"