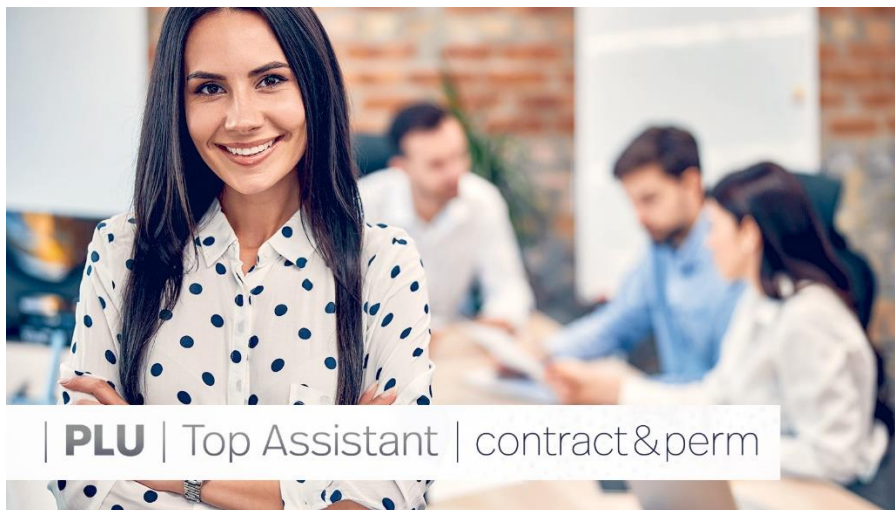


**Office Management / Executive Assistant (m/w/d), Cernusco Sul Naviglio, Milan, Italy, partly remote/hybrid, fulltime 32-40h/w, permanent employment contract**



Computer Controls AG is one of the leading high-tech trading companies in Switzerland with a strong international orientation, specialized in measurement and communication technology. The basis of their success is an innovative and highly motivated team, short decision-making processes as well as room for creativity. The new and already strongly growing [Computer Controls srl. in Italy](#) means for you the advantage of startup character and the reliability of a 30-years-long, well-established group.



| **PLU** | Top Assistant | contract&perm

**This is your turn: Are you looking for an international work environment? Do you want to work in a team which encourages ownership and the values of modern and agile leadership? New work is not a trend, it is their success factor. To benefit from it, you contribute with full motivation and through your proactive work approach. Now it is important to establish the back office as the backbone and engine for further growth and to spar with the managing director.**

**Get in touch with us now to find out more about the chance to leave a footprint!**

We, PLU Top Assistant, consider this to be a unique career opportunity and are therefore particularly excited to take on the search and selection process.

**Your responsibilities:**

- Self-responsible setup and continuous development of digital backoffice processes
- Confident interface to customers, partners, Italian authorities, management, and team
- Support the Managing Director [Alessandro Sanasi](#) in building up a modern work culture and teamwork through your role, and strengths
- Relief of the same Managing Director, in terms of organization and administration
- Preparation and follow-up of meetings and customer appointments
- Support in reporting and controlling as interface to accounting.

- Sales support (e.g. order entry, quoting, posting goods receipt/issue, database maintenance, import and export administrative process)
- Up to 10% travel, domestic and international (internal training or trainings with suppliers or partners, events, trade fairs, etc.)

#### Your profile:

- Organizational talent and passion for executive and team support
- Customer and business results oriented
- Ability to quickly comprehend, initiative, motivate and be enthusiastic.
- (First) Experience in Office Management, Sales Assistant, CRM, or Executive Assistant, Multilingual Assistant
- Proven skills in intercultural communication and collaboration
- Fluent in Italian and English is a must, German and further languages are useful.
- Flexible and independent working style, while being a good team player
- Routine use of digital tools (Microsoft Apps etc.)

#### What Computer Controls offers:

- Lived New Work: Result- and performance-oriented environment, equipped with the latest tools (Notebook, company Iphone, Microsoft365, HubSpot, Business Central), and remote work possibilities. The long-term remote work percentage is in your hands if the quality in the back office is maintained. Probably 30-50% remote per week. The ramp-up phase is predominantly done on-site in **Cernusco Sul Naviglio (Milan)**.
- Working atmosphere that promotes creative freedom and independent action
- Attractive and performance-based compensation (contratto commerciale)
- Above-average offering of individual further education and training
- Sustainable and long-term employee development
- Computer Controls allows you to take on exciting challenges in a high-tech environment, even as non-techie, but at least tech-interested 😊
- Interesting business trips across Europe
- Let's create BIG things together!

**Can you identify with the approach and values of Computer Controls? Then get in touch and send your CV or linkedin profile to [susanna.castillo@plu.de](mailto:susanna.castillo@plu.de).**

We promise a quick response and lean candidate journey!

**PLU Top Assistant** is a proven overall concept for optimal support of executives. The PLU Group of Companies achieves a 20% increase in management capacities through optimal collaboration between the boss and the assistant. In the HIRE division of PLU Top Assistant GmbH, we take care of the specialized search and placement process for our clients: We not only fill vacancies with a perfect fit, but also support our candidates in establishing an effective collaboration with their new boss after the hiring process.

Please note: This is not a temporary employment or service provision, but a direct placement in a permanent position with our client, Computer Controls srl in Italy.

Susanna Castillo, Managing Director, PLU Top Assistant GmbH  
[susanna.castillo@plu.de](mailto:susanna.castillo@plu.de) | Tel : 089 2323 9169-2