

# Executive Assistant Country President

Job ID  
REQ-10083283  
июл 09, 2026  
Португалия  
Available in: English

## Сводка

Supports the Country President and Leadership Team by enabling effective daily business operations, governance, performance management and strategic coordination across the organization. The role ensures that key business rhythms, leadership forums, internal communications and country-wide engagement activities are well planned, executed and followed up, creating the conditions for the Country President and Leadership Team members to perform their duties effectively and efficiently.

## About the Role

### Major Accountabilities

- Manage and organize the Country President's agenda in a rigorous and timely manner, ensuring effective prioritization, alignment with business needs and smooth coordination of daily activities.
- Support the daily business operations of the Country President and Leadership Team, ensuring seamless coordination, timely follow-up and effective execution of key business priorities.
- Perform all administrative work related to expense notes and logistical arrangements, including travel, hotels, transfers, rent-a-car bookings, restaurants and other business-related requirements.
- Manage and coordinate key governance of LT and performance management processes, including meetings' agenda, minutes, action tracking and follow-up.
- Drive business operations activities for the Leadership Team, including meeting preparation, agenda setting, pre-read coordination, action plans, decision logs and follow-up on agreed next steps.
- Proactively identify and anticipate the Country President's business and communication needs by gathering relevant information, monitoring key organizational priorities and supporting strategic planning activities.
- Provide continuous ad-hoc support to the Country President on business reviews, cluster and regional requests, internal and external stakeholder briefings, leadership updates and other strategic deliverables, in strong coordination with the relevant functions.
- Support the Country President in the preparation of executive presentations, board materials, leadership updates and strategic slide decks, ensuring high-quality content, consistency and professional standards.
- Drive the internal communications agenda for Portugal and coordinate with Comms Team, ensuring consistent messaging, leadership visibility and alignment with organizational priorities and strategic initiatives.
- Drive internal engagement initiatives and country-wide moments, including the Christmas Party, Community Day and other employee engagement activities, partnering with the Leadership Team, P&O and relevant stakeholders to foster a positive and inclusive culture.
- Collaborate closely with Communications and P&O to support Corporate Day, Cycle Meeting logistics and other key country events, ensuring effective planning, stakeholder alignment and high-quality employee experience.
- Lead the planning, coordination and execution of the annual country activities lifecycle, including annual planning processes, year-end activities, employee engagement initiatives, leadership events and key organizational milestones.
- Manage the end-to-end organization of the People Leader Forum (PLF), including agenda development, content coordination, logistics management, stakeholder engagement and event execution.
- Drive coordination of One Brand Plans locally and with the cluster, framework for launch management reviews, including action tracking and follow-up

### Additional Specifications

### Key Performance Indicators (KPIs)

- Proactivity and ability to anticipate certain actions (meetings, travel bookings, among others)
- Ensuring the appropriate management of monthly meetings, from sending requests for participation, confirmation of attendance, preparation of minutes and sending the summaries for validation up to 5 days after the meeting
- Business operations and governance activities are delivered on time, with clear ownership, high-quality materials and effective follow-up.
- Country President and Leadership Team priorities are proactively supported, with strong anticipation of needs and smooth coordination across functions.
- Executive documents, presentations and communications are accurate, consistent, well-structured and prepared to a high professional standard.
- Key country events and engagement initiatives are planned and executed effectively, with positive stakeholder feedback and strong employee experience.
- Administrative, travel and expense processes are completed accurately, efficiently and in line with internal requirements.
- Strong collaboration and trusted partnership are maintained with the Country President, Leadership Team, functions and relevant internal stakeholders.

### Ideal Background

### Education & Qualifications

- University Degree in Business Science, Business Administration or another related field

## Languages

- Local language
- Fluent in English

## Experiences

- Experience in similar functions in multinational companies reporting to the CEO (Min. 5-10 years)
- Experience Microsoft Office user - 3 years
- Exceptional time management, prioritization, and organization skills

## Technical / Functional Skills & Knowledge

- Writing skills
- MS Office
- Schedule Management System
- Time management skills
- Computer and software skills like SAP and others
- Business Documentation Skills

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Дивизион

International

Business Unit

General Management

Место

Португалия

Сайт

Sintra

Company / Legal Entity

PT05 (FCRS = PT005) PT Pharma

Functional Area

Административные функции

Job Type

Full time

Employment Type

Regular

Shift Work

No

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