

Administrative Assistant (Italy)

Space Products and Innovation leverages technology to simplify manufacturing in the space industry. SPiN enables rapid, flexible, cost-effective satellite designs through modularity, combining MA61C, its plug-and-play intelligent data node, with system engineering. SPiN democratises access to space, empowering manufacturers to unlock new ventures.

Job purpose

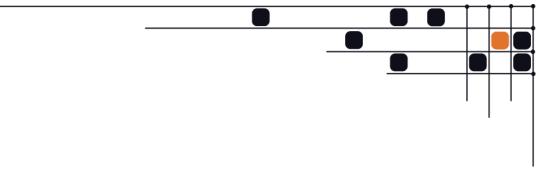
A dynamic and growing startup seeks a highly organised and motivated individual to join the team in Italy and contribute to the efficient functioning of administrative operations, working in coordination with teams in Germany, Luxembourg, the United Kingdom, and the United States.

Duties and responsibilities

- Provide general administrative support, including managing calls and emails and scheduling appointments.
- Assist in the preparation and organisation of documents, reports, and presentations.
- Maintain and update electronic and physical filing systems, ensuring accuracy and accessibility
- Maintain HR records for employees, including hiring, termination, vacation, sick, and travel time
- Coordinate meetings and events, including arranging logistics, preparing materials, and taking minutes when required.
- Handle incoming and outgoing correspondence and shipping, ensuring timely and appropriate responses.
- Manage office supplies and equipment, making procurement recommendations as needed.
- Perform a survey of possible suppliers of office activities, request quotations and provide the best offer analysis.
- Collaborate with team members in other European establishments to streamline administrative processes and improve overall efficiency.
- Coordinate domestic and international travel arrangements for employees and management.
- Collect, verify, and report expense data to ensure accuracy and provide timely support for end-of-month budget reconciliation and reporting.

Qualifications

- At least 2 years of proven experience as an administrative assistant or in a related role.
- Proficient in Microsoft Office Suite and other relevant software applications.
- Strong organisational and multitasking skills, with attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Discretion and confidentiality in handling sensitive information.
- A proactive and positive attitude with a willingness to take on new challenges.
- Proficiency in English and Italian, knowledge of German or French is an asset.
- Must have a European work permit or EU citizenship



Location: Frascati, Italy

Relocation: YES

Start date: Q1, 2026

Compensation: Competitive salary and incentive scheme

How to apply

Please fill in the application form to apply for this opportunity: <https://wkf.ms/3rlgV6x>
For more information, you can contact us at hr@spintech.com