

Senior Administrative Assistant

Location: Manila, Philippines

About Fluence

Fluence, a Siemens and AES company, is the leading global energy storage technology solutions and services company that combines the agility of a fast-growing technology company with the expertise, vision, and financial backing of two industry powerhouses. Building on the pioneering work of AES Energy Storage and Siemens energy storage, Fluence's goal is to create a more sustainable future by transforming the way we power our world. The company offers proven energy storage technology solutions designed to address the diverse needs and challenges of customers in a rapidly transforming energy landscape, providing design, delivery and integration in over 160 countries. Fluence works closely with customers throughout their journey and provides advisory, financing, and project lifecycle services.

Job Description

We are looking to hire an Office Admin for our Philippines location with Fluence Energy! This position provides administrative, sales, and operational support for the organization. In addition to typing, filing, scheduling and phone support, requirements include financial record keeping, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also answers non-routine correspondence and assembles highly confidential and sensitive information.

The person in this position is expected to communicate clearly and courteously; to develop and maintain positive relationships with clients, consultants, collaborators, and to work respectfully with Fluence colleagues. The job requires adherence to Fluence policies & procedures.

Qualifications/Skills

- Comfortable in a fast-paced environment with multiple tasks and projects at hand
- Excellent organization, good verbal and written communication skills will be keys to success in this dynamic organization.
- Desire and ability to work in a team environment
- Demonstrated decision making skills
- Strong verbal and written communications skills
- Skilled multi-tasker who can prioritize, work autonomously, establish timelines and meet deadlines
- High-level of organization, time management skills, and management of numerous details for multiple projects

- Flexible/Open to change – ability to adapt positively to changing business needs
- Focus on results – Proven ability to set and meet aggressive goals. Ability and willingness to learn with a positive attitude and ability to embrace change. Team player with leadership abilities.
- Able to organize and manage files, tasks, schedules and information.
- Self-directed and able to work without supervision.
- Energetic and eager to tackle new projects and ideas.
- Proficient computer skills including Microsoft Office Suite (Word, PowerPoint, and Excel).
- Excellent written, verbal and customer service skills.
- Ability to multi-task.
- Excellent time management and prioritization skills.

Responsibilities

- Manage records and information
- Supports with general office management
- Receives and process vendor invoices
- Plan and maintain work facilities
- Provide administrative assistance to 3 executives and internal team members
- Encourage and improve internal processes
- Routes calls or takes messages as necessary
- Manages meeting conference room requests in addition to catering and logistics as requested by team members
- Perform other office tasks (replenish office supplies, distribute mail, filing, etc.) as needed
- Arrange travel, accommodations, itineraries and all correspondence as needed for management staff.
- Communicate with the customers via emails, over the phone, or face-to-face.
- Supports with internal event management

Qualified candidates are requested to submit a resume and cover letter at careers@fluenceenergy.com for consideration.

Fluence **IS AN EQUAL OPPORTUNITY EMPLOYER** and fully subscribes to the principles of Equal Employment Opportunity, to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital or familial status.