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Category:

Administration

City: Lisboa, Lisboa, Portugal

Position ID: J0818-0931

Employment Type: Full Time

Position Description:

CGI is looking for a Business Support Assistant, that will be integrated in a Project Management Office team, located in our offices in Sacavém

Your future duties and responsibilities:

- Attending and taking minutes of virtual meetings (conf call, webex) .
- These meetings are international with multiple Client stakeholders. Very good English in writing and speaking is needed.
- Capacity to be able to listen to meeting discussions taking already notes, and then finalise the minutes with a high quality level.
- Efficiency is needed as well, as there may be several meetings (and minutes a day)

Required qualifications to be successful in this role:

- Fluent in English-Language graduation is a plus (**Cambridge certification - minimum C1**);
- Excellent team worker and with a high sense of cooperation
- Dynamism and a high sense of responsibility;

Skills:

- English

What you can expect from us:**Build your career with us.**

It is an extraordinary time to be in business. As digital transformation continues to accelerate, CGI is at the center of this change—supporting our clients' digital journeys and offering our professionals exciting career opportunities.

At CGI, our success comes from the talent and commitment of our professionals. As one team, we share the challenges and rewards that come from growing our company, which reinforces our culture of ownership. All of our professionals benefit from the value we collectively create.

Be part of building one of the largest independent technology and business services firms in the world.

Learn more about CGI at www.cgi.com.

No unsolicited agency referrals please.

At CGI, you will find stimulating environment with exciting opportunities and plenty of variety to evolve your skills and lay a strong foundation of experience.

Our promise to you

You will be respected

Your initiatives will be encouraged - we call this

"Intrapreneurship"

Your career and professional development will be our top priorities

You will be remunerated based on merit and performance

You will constantly learn, no matter how experienced you are

You will be treated equitably and without discrimination with respect to employment equity

There's always room for you to grow at CGI - that is our commitment to you