

## **OPERATIONS ASSISTANT – TRAINEE (m/f)**

We are a customer oriented consulting company in the real estate business based in Cascais/Lisbon, with growing international customer portfolio.

As a new member of a young dynamic team, you will assist with:

- Searching properties for the costumers
- Negotiating with suppliers when needed
- Gathering property information and preparing property presentations
- Property management

### **Profile:**

- Organizational and prioritization skills
- Multitasking
- Comfortable working in a fast-paced, professional environment.
- Ability to work under stress and achieve deadlines
- Creative problem-solving skills with attention to details
- Flexibility
- Can do attitude

Computer savvy and proficient in Microsoft Office  
Excellent command of written and spoken English and Portuguese  
Knowledge of other languages is a plus  
Eligible for IEFP internship

If you are versatile, fun to work with and want to join a fast-paced team, please send your CV and motivation letter in English to [j.fernandes@n-investment.com](mailto:j.fernandes@n-investment.com).