

Administrative Assistant in DHI Italy

DHI is a global and independent company dedicated to working on challenges within the fields of water and environment and sustainability. Within these fields, we provide a wide range of advisory, digital advisory, research and water governance services as well as providing leading edge MIKE technologies and products to the market. With a presence across the globe, we are continually looking for passionate and talented people who are eager to join our team.

DHI is committed to disseminate our knowledge effectively and across our worldwide network of offices. In Italy, we are represented in Genoa, with 25 dedicated colleagues and we are presently seeking an Administrative Assistant to support our local business..

Responsibilities and challenges

You will be working in support to a local team of 25 colleagues involved in engineering projects in water related domains. Your role will spread from office logistics and support to preparation of administrative documents, public tendering and contracting procedures, reviewing reports, procurement, interaction with clients, local HR, etc.

The main responsibilities and challenges in the job are:

- Preparation and handling of administrative documents
- Administrative support in public tendering and contracting
- Coordination and interaction with the corporate support team
- Support to local staff
- Local HR and staff logistics
- Procurement of local consumables
- Handling suppliers and contracts negotiations
- Review and editing of technical reports
- Organization of team activities

Qualifications and personal skills

- Italian nationality is mandatory
- Good knowledge of English language
- Good knowledge of MS Windows and Office package
- A minimum of 1-2 years experience in support or administrative role
- Belonging to protected categories will be evaluated positively

We offer

To work at DHI means being part of an organisation that is the global leader in solving the world's toughest challenges in water environment. We will offer you:

- A flexible working time, including smart-working
- A team of highly motivated colleagues, experts in the digital water space
- A job in an informal and truly international environment
- A great opportunity to utilise, shape and expand your skills and expertise

Office location

Genoa, Italy

Application / next step

Please submit your application including CV via the relevant job posting on DHI's website:

<http://www.dhigroup.com/careers>

Deadline for application is 25-08-2025.

For further information please contact Luisa Di Chele at ldc@dhigroup.com.