



**Lansky, Ganzger, Zeqiri + partner DOO Skopje**, one of the largest international law and business consulting firm in Central Europe, with over 120 employees in its offices in Vienna (Austria), Bratislava (Slovakia), Astana (Kazakhstan), Skopje (North Macedonia), Dubai (UAE), Istanbul (Turkey) and Prague (Czech Republic) announces a vacancy for the following position:

### **BUSINESS DEVELOPMENT ASSISTANT**

Required qualifications:

- Degree (Bachelor's, Master's, MBA) in business administration, legal sciences or natural sciences with focus on business or finance;
- With or without experience. Previous experience will be considered as advantage;
- Solid base of business knowledge and basic financial knowledge.
- Experience at research and analysis (economic, political, legal, technical), based on which will be able to make predictions and recommendations;
- Analytical thinking and interest in frequent familiarization with new subject areas and business fields
- Excellent knowledge of English;
- Excellent knowledge of MS Office;
- Communication and interpersonal skills;
- Responsible, dedicated and loyal person;

Tasks:

- Identifying market possibilities and developing new business opportunities;
- Elaboration of incoming opportunities until contract closing;
- Monitoring of all factors that may affect the implementation of the project, such as changing the positive legislation, changing the policies of certain institutions etc.;
- Participating in debates, meetings etc.;
- Conducting reports, Meeting minutes and Market analysis;
- Initiating communications and keeping in touch with potential clients.
- Other support depending on specific activities;

Working conditions:

- A dynamic work environment for "open minded" people who want to build a career;
- A continuous personal and professional development opportunity in the company;
- Pleasant and working atmosphere;
- Monday - Friday, 40 hours per week;

Interested candidates can send their CV to the following e-mail address: [office@lansky.mk](mailto:office@lansky.mk)

Only the qualified candidates will be included in the selection process and will be duly informed about its progress.

The vacancy is open 15 days from the day of its announcement.