**Executive Assistant**

Multitasking Superstar Assistant

Skopje, North Macedonia

**About the job:**

IESF - International Esports Federation is the home for the Esports Family! We are currently seeking a full-time Executive Assistant to join our dynamic team.

Succeeding in business requires keeping up with it, but we can’t do it alone - that's why we need you as an "A" player! Our employees are friendly, talented, system-oriented and eager to learn and level up. We offer a friendly, caring work atmosphere, a lot of travelling all around the world, a “feel like home” work environment and creating connections internationally!

**As our perfect match, you:**

* Understand Esports and gaming
* Eager to learn about the Esport World
* Committed to grow professionally
* Communication is your key skill
* Organizational wizard
* Team player eager to play games
* Are able to maintain various reports, and large volume of emails
* Calendar management ninja, accounting for day-to-day meetings, travel and accommodation arrangements, calls, and movements, both business and personal

**Required Skills:**

* Microsoft Office and Google Workspace products
* Excellent English - written and verbal communication skills
* Management and multitasking skills
* Able to complete tasks independently
* Able to juggle multiple tasks
* Great communication skills
* Self-motivated, proactive, and forward-thinking
* Positive attitude

Start the conversation, introduce yourself and send your resume here [ana.karakolevska@iesf.org](mailto:ana.karakolevska@iesf.org)!

