



Mellon Group is a leading Greek multinational group of companies that offers specialized solutions and services to meet the needs of the financial institutions and other organizations and whose business is oriented towards large groups of clients. The headquarters of **Mellon Group** is in Athens, Greece and currently the Group has over 8,000 employees in 12 countries.

Mellon Solutions Dooel, as part of **Mellon Group**, for its office in Skopje seeks to hire:

Administrative Assistant
[ref. no. 2023-002]

Position Summary:

The Administrative Assistant provides administrative support to all departments of the Company.

Responsibilities:

- Receiving and forwarding calls as well as welcoming clients;
- Preparation and distribution of various administrative documents;
- Maintaining the company's archive;
- Procurement of office supplies on regular basis;
- Obtaining various administrative documents from state authorities;
- Preparing travel documents for employees.

Candidate profile:

- Minimum a Bachelor's degree;
- Preference will be given to candidates with previous similar work experience;
- Proactive "can do" attitude;
- Must be able to work effectively in a multi-task environment;
- Capacity to meet deadlines and goals;
- Excellent oral, written and interpersonal communications skill;
- Excellent knowledge of the English language (written and spoken);
- Excellent knowledge of the MS Office package.

The selection will be carried out in accordance with the deadlines provided for in the Law on Labor Relations.

The company reserves the right not to select any candidate.

The candidates should send their CV on the following e-mail: v.nestoroska@mellongroup.com not later than 8 (eight) days from the day this announcement was published.

**Mellon Solutions DOOEL
Franklin Ruzvelt Street No.19
1000 Skopje**

According to the Law on Protection of Personal Data after the expiry of the selection deadline, all received CVs shall be destroyed.