

# Office Assistant Skopje



#Bring your difference

We are looking for a **temporary Office Assistant** in our office in Skopje! We are eager to find someone who is willing to learn, who is adaptable and communicative, with detail-oriented approach and high ethical standards. As you would be providing admin services to our employees on a daily basis, excellent interpersonal skills are a must!

## WHAT WE EXPECT:

- University degree (preferably Economics, Business Administration, Law)
- Excellent written and verbal communication skills in English;
- Proficiency in MS Office (Outlook, Excel, Word, PowerPoint);
- Dynamic, open-minded, ready-to-self-develop person;
- Positive and constructive attitude;
- Proven planning, organizational and analytical skills;
- Ability to multitask, meet deadlines and prioritize effectively.

## WHAT YOU'LL DO:

- Act as an administrative support for all departments;
- Provide support to the whole team, the Country Manager and the Leadership team members;
- Update and maintain databases, records and filing systems (paper and electronic) ensuring readily accessible, up-to date information;
- Synchronize the ordering / receipt / distribution / consumption of the office equipment and consumable materials;
- Share documentation with the respective departments in a timely manner;
- Help with generating different reports on office/cluster level, making sure data are always correct, reliable and updated accordingly.
- Handle all incoming calls and welcome visitors as the first point of contact with our company.

## WHAT WE OFFER:

- Fixed term contract, at least 6 months (replacement for a maternity leave);
- Superb working environment with challenging tasks;
- Opportunity to be part of a friendly and highly professional team in one of the world's leading multinational companies;
- Work in a dynamic working environment and collaboration with colleagues across the BAT Group;
- The ability to use cutting edge technologies;
- Individual development and career opportunities.

If you meet the above requirements, please apply to the following link until **25th June 2021**

**[ALMAKO\\_Recruitment@bat.com](mailto:ALMAKO_Recruitment@bat.com)**

We look forward to receiving your application!

*\*While we appreciate all the applications, please note that only short-listed candidates will be contacted.*