



Lansky, Ganzger, Zeqiri + partner DOO Skopje, one of the largest international law and business consulting firms 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:

OFFICE ASSISTANT

Required qualifications:

- Bachelor degree – advantage;
- With or without experience. Previous experience will be considered as advantage;
- Outstanding verbal and written English skills;
- A positive attitude and willingness to learn;
- Excellent knowledge of MS Office, including Excel;
- Communication and interpersonal skills;
- Strong team player with the ability to collaborate with cross-functional teams;
- Responsible, dedicated, and loyal person;
- Additional qualifications are a plus.

Key responsibilities:

- Assist with daily administrative tasks, including file management and data entry;
- Support team members with scheduling, organizing meetings and managing calendars;
- Issuing invoices and conducting financial reports;
- Handling incoming calls, emails and correspondence in a professional manner;
- Providing general support to visitors;
- Maintain office supplies and ensure well-organized workspace;
- Provide additional support to the team as needed.

Working conditions:

- A dynamic work environment for "open-minded" people who want to build a career;
- Opportunity for growth and skill development;
- 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.

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

The vacancy is open 14 days from the day of its announcement.