



Cardno Emerging Markets USA, Ltd, representative office Skopje

The USAID's Strengthening Resource Mobilization Activity is looking for a motivated, organized and committed to results young professional to serve as an Administrative Assistant. S/he will undertake administrative and data collection and analysis tasks in a dynamic environment at the Project office in Skopje. The Project supports municipalities to increase their capacities in own-source revenue collection, access to external funds and budget planning and execution.

Interested candidates are expected to send their CV and motivation letter till September 28, 2022, to info@srmamk.com. Incomplete applications will not be considered for evaluation.

ADMINISTRATIVE ASSISTANT

Administrative Assistant duties and responsibilities include providing support to ensure efficient operations within project. Supports managers and employees through a variety of tasks related to administrative and clerical tasks and communication. Administrative Assistant assists in daily office needs and managing our Project's general administrative activities, organizing schedules and events, entering data, directing communications between colleagues, etc.

Duties and Responsibilities:

- Provide logistical support in preparation of trainings and conferences (printing, copying, organization of training materials and equipment), as well as logistical support during these events
- Organize and schedule on-line meetings, conference calls and trainings (Zoom, Teams etc.), and provide logistical support during these sessions
- Book travel arrangements by coordinating with Project drivers, and sort drivers' documents (pay-tolls, parking & car washing bills etc.)
- Book rooms, taxis, couriers, hotels, etc.
- Occasional translations
- Maintain contact lists of Project partners
- Update calendar of national holidays, and prepare monthly signing sheets
- Copying, scanning, archiving, and filing incoming and outgoing documents
- Receive sort and distribute mail, send mail, reply to email, telephone, or face to face enquiries
- Produce and distribute correspondence letters, memos, and forms
- Provide support in data collection and analysis
- Contribute to team effort with other activities that require additional assistance.

Requirements:

- Proven experience as an Administrative / or Office Admin Assistant
- Bachelor's degree
- Fluency in Macedonian, English and Albanian language
- Strong organizational and planning skills
- Excellent written and verbal communication skills



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- Proficiency in MS Office (MS Excel and MS PowerPoint)
- Working knowledge of office equipment, like printers and copying machines
- Excellent time management skills and ability to multi-task and prioritize work
- Experience in USAID funded projects and work in a multicultural environment will be considered an advantage
- Attention to detail and problem-solving skills.

Duration of the employment: 12 months, with a probation work for a period of 3 months from the date of beginning of employment. The Employee shall work with full working time of 40 hours per week.

Beginning of employment: As soon as possible.