



ADMINISTRATIVE ASSISTANT

Scope of Work

Program: USAID's Strengthening Resource Mobilization Activity (SRMA)

Location: Skopje, North Macedonia

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. SRMA is a five-year Project, which started its operations in North Macedonia in January 2021. The Project supports municipalities to increase their capacities in own-source revenue collection, access to external funds and budget planning and execution.

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. The successful candidate will provide administrative, operational, and financial backstopping across the Activity.

Duties and Responsibilities:

- Receive, and greet guests/visitors.
- 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, bills etc.)
- Book rooms, taxis, couriers, hotels, etc.
- Occasional translations, such as social media content, letters, briefs, and other Project papers
- Maintain contact lists of Project partners.
- Update calendar of national holidays, and prepare monthly signing sheets.
- Maintain an effective office correspondence filing system, including 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.
- Visit to various institutions for delivery / picking up project documents.
- Assist in transcribing, formatting and/or editing project documents. Provide support in data collection.
- Contribute to team effort with other activities that require additional administrative / logistic assistance.

Qualifications and Requirements:

- Proven experience as an Administrative / or Office Admin Assistant minimum of one year.
- Bachelor's degree in business administration, public administration, or other relevant field preferred.
- Fluency in Macedonian, Albanian and English language.
- Positive attitude, strong organizational skills, excellent interpersonal and written and verbal communication skills, and ability to work in a team.
- Proficiency in MS Office (MS Excel and MS PowerPoint), experience in formatting/editing documents required.
- Working knowledge of office equipment, like printers and copying machines.
- Ability to work independently, multi-task, prioritize work, and to take initiative.
- Experience in USAID funded projects and work in a multicultural environment will be considered an advantage.
- Attention to detail and problem-solving skills.

How to apply: Interested candidates are expected to send their Curriculum Vitae in English and a letter of interest not later than **September 8, 2023**, to info@srmamk.com. Incomplete applications will not be considered for evaluation. Only shortlisted candidates will be contacted for an interview.

Duration of the employment: 12 months, with the possibility of extension, with probation work for a period of 6 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.