



British American Tobacco (www.bat.com) is one of the world's most international businesses with a portfolio of globally recognized brands, a culture of open-mindedness and a bright and dynamic future. Our aim is to become the leading tobacco company in each of our markets by providing excellent products with confidence and responsibility expected of global consumer brands.



We are looking for candidates for the position of

PERSONAL & OFFICE / ADMIN ASSISTANT

located in Skopje, Macedonia.

BAT Macedonia is one of the 8 entities within the Adria Cluster, all bonded by a unique strategy and a strong team mindset that nurtures diversity as one of the key strengths of our winning organization.

Role holder's principal accountabilities:

- Provides administrative and secretarial support to Country Manager and LT members, encompassing all business functions.
- Arranges travel itineraries for the team, ensuring that travelling approvals are in line with the company travelling policy.
- Co-ordinates appointments/conferences for team members.
- Prepare meetings and logistics agendas for visitors.
- Creates and maintains records and filing systems (paper and computer) to ensure readily accessible, up-to date information.
- Co-ordinates the ordering / receipt / distribution / consumption of the office equipment and consumable materials.
- Ensures that all payments for office premises are done according to the internal policies.
- Handles all incoming calls as the first contact with our company.
- Support Marketing & Finance Department with data entry in SAP.
- Support the Car Fleet database of Macedonia.
- Implement best practice planning and control techniques in line with business needs.

Requirements:

- University Degree
- Strong organizational and administrative skills
- Ability to simplify complex situations and synthesize, communicate and present complex information
- Insightful, comfortable with ambiguity and uncertainty
- Initiative and drive to deliver solutions
- Excellent English language skills (written and spoken)
- High level PC skills (Word, Excel, PP, etc.)
- Experience in personnel administration roles
- Assertive communication, pro-active, collaborative and consultative
- Ability to work with numbers
- Commitment to teamwork
- Excellent interpersonal skills
- Experience in strategic analysis & planning and execution, performance metrics, project evaluation, commercial acumen



Bring your difference
and be inspired
by those
around you

Please apply on the following e-mail until **07th June 2019**

ALMAKO_Recruitment@bat.com

Looking forward to receiving your application!

Your BAT Team