Novatek Solutions, a rapidly growing IT company dedicated to delivering high-quality IT products, services, and software solutions, is seeking to recruit candidates for the following positions:

<u>Position 1</u>: **Administrative Assistant**

Main Duties and Responsibilities:
- Coordinate with the Finance Department to organize and maintain financial documentation
- Process company receipts, invoices, and bills.
- Perform general administrative tasks, including printing, filing, and sending emails.
- Draft and manage written correspondence with business partners.

Candidate's Requirements:
- Strong customer service orientation.
- Excellent organization and time management skills.
- Ability to work effectively in a team and under pressure
- Highly motivated and results-driven.

Education and experience
- Minimum 2 years' experience in administrative positions.
- Bachelor in Business administration or related field
- Proficiency in Microsoft Office and general computer literacy.
- Good knowledge of spoken and written English language – considered an advantage
- **Knowledge of Panteon software is preferred.**

Qualified candidates should submit the updated CV to the following e-mail address: **info@novatek.mk**

The personal information that you will submit through your application, will be protected and used only for recruiting purposes, according to the legislation for the protection of personal information, the Law on Personal Data Protection ("Official Gazette of the Republic of Macedonia" No. 7/05, 103/08, 124/08, 124/10, 135/2011, 43/2014 and 153/15).