

Office Executive Assistant

Skopje

Exciting Opportunity: Join our team as an **Office Executive Assistant** in our Skopje office! If you're someone who loves keeping things running smoothly, pays close attention to detail, and values integrity, we'd love to meet you. You'll be the go-to person for daily admin support and team guidance, so strong interpersonal and communication skills will help you thrive. Being organized and thoughtful will also go a long way in helping you succeed.

WHAT WE'RE LOOKING FOR:

- Bachelor's degree
- Fluency in English
- Good skills with MS Office (Excel, Word, PowerPoint)
- Proven planning, organizational and analytical skills
- Positive attitude with excellent teamwork and collaboration skills
- Dynamic, open-minded, ready to self-develop person
- Good at solving problems and keeping things organized
- Able to manage your time well and meet deadlines

WHAT YOU'LL BE DOING:

- Provide day-to-day administrative support to keep the office running smoothly
- Manage calendars, appointments, and meetings for the team
- Prepare meeting materials and help organize visitor logistics
- Keep records and files up to date and easy to find (both paper and digital)
- Handle ordering and distribution of office supplies and equipment
- Ensure timely processing of office-related payments following company policies
- Be the friendly first point of contact by managing incoming calls
- Support our teams with data entry in SAP
- Maintain accurate data for the company car fleet and assist with reports
- Help plan and organize tasks to meet business needs efficiently
- Arrange travel plans and approvals for the Facilities team

WHAT WE OFFER:

- Competitive working conditions including private medical insurance
- Superb working environment with challenging tasks
- Opportunity to be part of friendly and highly professional team
- Work in a dynamic working environment and collaborate with colleagues across the BAT Group
- Great benefits for life events
- The ability to use cutting edge technologies
- Educational trainings

Sounds like you? Send your CV to ALMAKO_Recruitment@bat.com by **21 September 2025**

We welcome applications from all qualified candidates and value diversity in our team!

**We're grateful for all applications and will get in touch with candidates moving forward.*

