

Office Administrator

About Us

Grant Thornton North Macedonia is proud to be part of a prestigious global network of independent audit, tax, and advisory firms with a team of over 68,000 professionals in more than 145 countries. We're a community of independent thinkers who prioritize quality, inclusion, and integrity at every step. Across the globe, we offer a distinct experience to our clients and our people—an experience that's personal, proactive, and agile, providing the expertise our clients need in a way that consistently goes beyond expectations.

We are seeking an experienced Office Administrator to lead the operations of two office locations in Skopje and Pristina, ensuring seamless coordination across teams, facilities, and administrative functions. This dual-site role requires a highly organized professional who excels in multitasking, communication, and leadership.

Key Responsibilities:

Administrative Oversight

- Organize meetings, manage schedules, and handle internal communications
- Maintain filing systems and ensure proper documentation and archiving
- Draft and prepare reports, presentations, and internal updates

Staff Coordination

- Supervise administrative personnel and delegate responsibilities
- Support onboarding and training of new employees
- Foster a productive and collaborative work environment

Facilities & Supplies Management

- Manage office supplies, equipment, and vendor relationships
- Coordinate maintenance and ensure a safe, clean, and functional workspace

Budgeting & Reporting

- Monitor office expenses and assist with budget planning
- Prepare financial and operational reports for senior leadership
- Oversee invoicing and ensure timely payments

Policy & Compliance

- Implement and uphold office policies and procedures
- Ensure compliance with company standards and legal regulations

Technology & Systems

- Oversee office software tools and basic IT coordination
- Troubleshoot minor technical issues and liaise with IT support

Events & Travel Logistics

- Plan and organize company events, meetings, and speaking engagements
- Arrange travel, including flights, accommodations, and transportation

Communication & Liaison

- Handle correspondence, emails, and phone calls
- Take notes and minutes during meetings
- Liaise with clients, staff, and external service providers

Key Qualifications:

- Minimum of 4 years in office management, administration, or a related role
- Exceptional ability to prioritize tasks, manage competing deadlines, and maintain order in a fast-paced environment
- Professional proficiency in English and Macedonian for both verbal and written communication.
- Strong written and verbal communication skills with professionalism in handling internal and external interactions
- Proven experience supervising staff, resolving conflicts, and fostering team collaboration
- Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint)
- A proactive approach to identifying issues, proposing solutions, and managing unexpected challenges
- Basic understanding of financial processes, including expense tracking, invoicing, and reporting
- Knowledge of onboarding, training, and general HR protocols
- High attention to accuracy and thoroughness in documentation and task execution
- Ability to handle sensitive information with confidentiality and professionalism

Work environment:

- Operates across two office settings, Skopje & Pristina, commuting between locations daily
- Lead and supervise a team of 2 administrative staff, providing daily oversight, guidance, and support to ensure efficient workflow and task execution
- Role requires a mix of independent work and team collaboration, with flexibility to respond to shifting priorities
- May involve occasional long hours or early/late meetings, especially during company events or quarterly reporting periods
- Frequent use of computers, office equipment, and digital tools to manage communications and workflows
- Expectation of professional attire and a courteous demeanor in representing the company internally and externally
- Works in a fast-paced environment where multitasking, problem-solving, and proactive decision-making are essential
- May supervise or coordinate with remote team members and vendors, depending on organizational structure

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**All applications will be treated with confidentiality and only short-listed candidates will be contacted.