

## **Role Designation: Office Administrator - Macedonia**

**Reporting line: Salience's MENA office – Finance and Operations Department**

### **Key Accountabilities and Responsibilities**

- Coordinate office activities and operations to ensure efficiency in accordance with company regulations and policies
- Managing managers' agendas when needed;
- Organize travel logistics for consultants;
- Answering phone calls and coordinating with correspondence (emails, letters, packages, etc.);
- Coordination with the accountant, submission of invoices and tracking whether payments have been made;
- Coordination with the accountant for contracts of registration/deregistration of employees and tracking employee contract dates;
- Keeping up to date with Macedonian business regulations and reporting to line manager
- Coordinate with the lawyer on all legal matters related to the company;
- Maintain an archive of contracts and documents;
- Support contracts preparation and supplier/consultant relationships;
- Support HR management tasks for the internal team (onboarding, leave tracking, KPIs, letters, etc.);
- Creating, updating and monitoring reports and databases with personal data of employees, finances, etc.;
- Keeping track of office supplies and making purchase orders;
- Assist in administrative procedures for the needs of the company and employees;
- Manage monthly petty cash for material costs and submit monthly reports;
- Assist the company in attending events and conferences

### **Professional Qualifications & Experience**

- A minimum of 2 years' experience as Office Administrator

### **Key Skills and Knowledge**

- Proven experience as an office administrator, office assistant or relevant role
- Proficient in English (speaking and writing)
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic bookkeeping.
- Excellent knowledge of MS Office
- Attention to details

**All interested candidates should share their CV to [jobs@salience.consulting](mailto:jobs@salience.consulting)**