**Administrative Assistant**

*Eurofast is a* ***regional business advisory organisation*** *employing local advisors in over* ***24 cities*** *in the emerging market of South East Europe & Middle East (SEEME). It offers a range of professional services* ***including Tax & Transfer Pricing, Payroll & Employment services, Accounting & Compliance, and Advisory & Corporate****.*

Our Skopje office is growing, and we are looking for an **administrative assistant** to join our **administrative** department.

**Job Description:**

* Reports to the Manager
* Assists the administrative and accounting staff with ongoing tasks in the office
* Assists with tasks in external institutions (tax office, employment agency, health fund, banks etc)
* Communicates daily with clients, institutions and associates

**Requirements – What we are looking for:**

* Proactive, detail oriented
* Team player
* Excellent English is a requirement, ability to communicate with international clients and associates independently and without additional assistance
* Strong communicator, Solid writing skills considered a bonus
* Previous working experience in the field of office administration will be considered an advantage
* Particular interest or knowledge in the fields of accounting and/or tax will be considered an advantage
* Excellent computer and internet skills - advanced knowledge of Excel would be considered a great asset
* University degree preferred

**Why Eurofast:**

* Working in a positive environment with people from different backgrounds and nationalities
* Working in an international company with 24 offices around South-East Europe and the Middle East
* Competitive compensation (depending on qualifications)
* Performance bonus
* Potential development & growth through seminars, workshops, events & attending business trips

**Apply here:**

 If you are interested in the above position, please send your CV to  hr.nmk@eurofast.eu with a subject line: **"Administrative Assistant".**