

WE ARE HIRING!

Compass Management International for the office in **Kumanovo** is looking for:

ADMINISTRATIVE ASSISTANT

Responsibilities:

- Checking notices for late payments.
- Informing clients for late payments.
- Preparing documentation for loans.
- Sending monthly statements to clients.
- Making / Receiving phone calls and providing information to clients.
- Contacting clients and updating accounts data.

Requirements:

- Fluent in English
- Detail-oriented
- Able to work comfortably in a fast-paced environment.
- Able to work second shift

Candidate personal qualities:

- Good personal organization and time priority management
- Team player that is motivated by the opportunity for advancement
- Well organized and driven to deliver excellent customer service
- Presentation and good communication skills

We offer you:

- Professional and personal growth and accomplishment
- Modern working environment
- Full – time employment
- Full job training will be provided
- Private health insurance

If you are interested in this position, please send us your CV in English.
Only short listed candidates will be contacted.

With submitting your CV or any other document you explicitly consent that we may process your personal data contained therein for the purposes of the recruitment process.

