



Office Management Specialist - Skopje

Role and responsibilities:

- Raise purchase orders and process invoices.
- Support financial reporting with basic administrative tasks, such as invoice processing, expense tracking, and maintenance of records.
- Assist in budget preparation and financial planning.
- Support internal and external audits.
- Serve as the key user for COUPA.
- Manage calendars, schedule meetings, and coordinate travel arrangements.
- Organize and maintain files, prepare reports and presentations, and handle posting and franking.
- Greet visitors, answer calls, and manage internal communications.
- Assist in planning company events and special projects.
- Order, store, and issue general office consumables.
- Coordinate and support visits on site.
- Schedule and oversee routine maintenance and repairs.
- Maintain office equipment and ensure it is in good working condition.
- Send communications to all employees about company updates and events.

Technical Skills & Qualifications:

- Bachelor's degree in Business Administration, Finance, or a related field.
- Minimum of 2-4 years in an administrative or office support role.
- Proficiency in MS Office Suite, experience with T&A systems, and COUPA.
- Excellent verbal and written communication skills, strong organizational and multitasking abilities.
- Proactive, self-motivated, and results-driven with a high level of accuracy and attention to detail.
- Strong interpersonal skills, able to handle sensitive information with discretion
- Team player with good negotiating skills and the ability to prioritize tasks effectively.
- Proficiency in English (multiple languages is a plus).



Please submit your CV to careers.macedonia@lear.com no later than 15 November 2024.

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