

# Office Executive Assistant

## Skopje

We are looking for the **Office Executive Assistant** in our office in Skopje! We are in need for someone with strong analytical skills, detail-oriented approach and high ethical values. Since you would be providing Admin services and advice to employees on a daily basis, interpersonal skills are an essential requirement!

### OUR EXPECTATIONS:

- University degree (preferably Economics, Finance);
- Fluency in English;
- Advanced knowledge in MS Office (Excel, Word, PowerPoint);
- Proven planning, organizational and analytical skills;
- Effective and efficient stakeholder management;
- Dynamic, open-minded, ready to self-develop person;
- Excellent analytical, problem - solving and organizing skills;
- Positive and constructive attitude;
- Excellent interpersonal and communication skills;
- Ability to manage time limits and deadlines;
- Driving license B category.

### MAIN TASKS:

- Provides administrative and secretarial support to complete BAT office, encompassing all business function;
- Co-ordinates appointments/conferences for team members;
- Prepares meetings and logistics agendas for visitors;
- Creates and maintains records and filing systems (paper and computer) to ensure readily accessible, up-to date information;
- Co-ordinates the ordering / receipt / distribution / consumption of the office equipment and consumable materials;
- Ensures that all payments for office premises are done according to the internal policies;
- Handles all incoming calls as the first contact with our company;
- Support Marketing & Finance Department with data entry in SAP System;
- Support the Car Fleet database for the cluster and make sure data are always reliable, including ad-hoc reports;
- Implement best practice planning and control techniques in line with business needs;
- Handles incoming calls as the first contact with our company;
- Arranges travel itineraries for Facilities department and the team, ensuring travelling approvals are in line with the company travelling policy.

### WHAT WE OFFER:

- Competitive working conditions including private medical insurance;
- Superb working environment with challenging tasks;
- Opportunity to be part of friendly and highly professional team;
- Work in a dynamic working environment and collaborate with colleagues across the BAT Group;
- The ability to use cutting edge technologies;
- Educational trainings.

If you meet the above requirements, please apply by sending your CV in English to the following link until **13 November 2022**

**[ALMAKO\\_Recruitment@bat.com](mailto:ALMAKO_Recruitment@bat.com)**

Looking forward to receiving your application!

*\*While we appreciate all the applications, please note that only short-listed candidates will be contacted.*

