



ASI – Alternative System Integration is a system integrator company with its main office in Skopje, but has also offices in Zagreb and Hamburg.

For our office in Skopje, we need energetic and proactive people. If you want to be part of our team and have a long-term career with the possibility of prosperity, please apply for the position:

### **Office Assistant**

#### **Requirements and skills**

- Bachelor's degree or final year studies in economics, administration or English/German language studies
- Knowledge in Microsoft Office programs
- Advanced knowledge in English language
- Knowledge in German language will be considered an advantage.
- Communication and time management skills
- Great verbal and written communication skills
- Great interpersonal skills
- Organized with attention to detail
- No prior working experience is needed

#### **Job Description**

- Oversee the day-to-day activities of the office as the main point of contact.
- Provide direct administrative support as needed, including scheduling appointments, meetings, and events, booking travel, mailing and shipping
- Maintain office efficiency by maintaining appearance of common areas, organizing procedures, handling correspondence, managing (online) filing and collaboration systems, and overseeing supplies and equipment
- Manage day-to-day office operations, including but not limited to office supplies, vendor contact and management, office maintenance, and office equipment.
- Assist in planning in-house or off-site activities, like meetings, events, celebrations and conferences
- Oversee office interactions, responding to requests and questions.

- Assist with maintenance of logistics policies, procedures, support plans and similar data.
- Assist in budget management and expenses related to the office.
- Assist the CEO with ad-hoc requests and projects, as required
- Assist in the onboarding process for new hires

**What we offer:**

- Pleasant working environment in the center of Skopje
- Competitive salary
- Ambitious, highly motivating and supportive environment for career growth
- Team work with highly qualified colleagues from various fields
- Opportunity for continuous improvement and learning
- Additional benefits for employees

Please send your CV on the following e-mail addresses: **info@asi.mk** and not later than 15.06.2023. Only the shortlisted candidates will be contacted.