APS (Agile Pro Solution) headquartered in the USA with a local office in Skopje is looking for an **Executive Assistant.** Here at APS, we believe that once you have the right skills and motivation to be successful you will be a great fit for the team.

As an **Executive assistant,** you will be supporting the company’s senior-level management (CEO and Chief Human Resources Officer). We are looking for a highly dynamic and proactive person for a fast-paced job environment, which demands fast responsiveness and multitasking. Ultimately, this person will contribute to the efficiency of our business by providing personalized and timely support to executive members.

**Job Requirements:**

* ﻿Strong written and spoken English (including an understanding of American conversational skills and email communication norms).
* University degree.
* Proficient in MS Office programs.
* Problem-solving skills.
* Ability to communicate and interact effectively with multi-functional and diverse backgrounds.
* Experience as an executive assistant is a must.
* Able to work USA working hours (EST time).

**Responsibilities:**

* Maintains their Calendar and schedules appointments.
* Preparing the Executives for the following types of meetings: internal, prospect, client, and board. Can include presentations, logistical setup, etc.
* Strong research skills. (Example: You might be asked to research the pros and cons of 5 potential vendors and present to them.)
* Travel arrangements (post-Covid).
* Email management.
* Aid executive by reading, researching, and routing correspondence; drafting letters. and documents; initiating phone calls on their behalf.
* Other responsibilities as assigned.

Our biggest assets are our employees and our organizational culture. We strive to create an environment where people will feel valued and rewarded.

We are an equal employer, and we welcome everyone matching the experience and skills to apply.

\*NOTE: Only the most suitable candidates will be contacted.

Apply bellow or at recruitment@agileprosolutions.com