



# Junior Project Administrator

## Job description:

As Junior Project Administrator, you are responsible for administration and monitoring the contractual and financial aspects of the projects in your portfolio. You will work closely with the project teams and the financial controllers and report to the Hub manager.

## Key responsibilities

- You will draft, prepare, coordinate signatures and ensure proper filing of expert
- You will prepare project budgets in collaboration with the Project Managers who hold the responsibility for the budget;
- You will create vendors and purchase orders based on signed service contracts and you will follow up on the approval procedures;
- You will follow up on payments;
- You will administrate project documentation and store required files on the company server;
- You will have close collaboration with Financial Controllers and Project Managers

## Desired competencies and experience

- You have first-hand experience in a finance administration role,
- You hold a degree in Finance and/or accounting,
- You have a genuine interest in B&S Europe's mission and recognize yourself in our values: honesty, empathy, professionalism, and dynamism;
- You are comfortable using new software and you have excellent knowledge of the MS Office Suite, in particular, Excel;
- You have excellent communication skills in English, both verbal and written;
- You can work in a team but also independently;
- You enjoy doing administrative tasks with sometimes tight deadlines;
- You pride yourself in delivering high-quality work, that your colleagues can rely on;
- You enjoy following internal guidelines and procedures and you can make sure others follow the same guidelines and procedures;

Above all, you are a true team player with a friendly, open personality and a sense of humour.

## What we offer

- A permanent contract;
- Flexible working hours with 2 days of remote working per week- after the first 6 months;
- In-house training for usage of all company systems and tools;
- A great place to work with a team of highly motivated professionals;
- The opportunity to work in a truly diverse and multicultural organization helping to make the world a better place.

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**Send Your Resume At**

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