

**EPPC Albania** on behalf of its client, a leading company in Albania & Region, is currently recruiting an **Administrative Assistant**.

## Major responsibilities:

- To complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including arranging travel arrangements for the executive they work for and keeping track of their itineraries, agendas and documents for travel -related; provide hospitality to all guests and help to create a welcoming environment; process and distribute daily mail, maintaining contact lists; Compiling expense reports;
- Provides sophisticated calendar management for CEO. Prioritizes inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements;
- Provides a bridge for smooth communication between the CEO and internal Departments; demonstrating ability to maintain credibility, trust and support with Senior Management staff;
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense of the issues taking place in the environment and keeping the CEO updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks;
- Handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures;
- Handles confidential information and documents ensuring they remain secure;
- Routing all documents that require CEO signature, performing basic controls on documents submitted for CEO attention;
- Ensures that the CEO is kept updated and responds to requests for materials regarding the organization in general;
- Edits and completes first drafts for written communications to external stake holders.
- Performs other job-related duties as assigned.

## Requirements for this position are:

- Bachelor Degree in social sciences or Business Administration field;
- **Minimum of 2 years' experience in a similar position;**
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and investors;
- High level of written and verbal communication skills;
- Emotional maturity;
- Highly resourceful team-player, with the ability to also be extremely effective independently;
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response;
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment;
- **Proficient knowledge of English language is a must;**
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, etc.

## How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted only if your CV will be qualified.