

EPPC Albania on behalf of its client, *an International conglomerate active in a diverse range of industries including e-commerce, finance, construction, real estate and entertainment*, is looking for a **Chief of Staff**.

Responsibilities:

- Offer strategic support and guidance to the CEO by assisting with decision-making, problem-solving and planning, while providing insights on various initiatives;
- Liaison between the CEO and department heads in order to streamline project advancements and ensure deliverables are produced within a timely manner;
- Gatekeep the CEO from unnecessary matter by troubleshooting problems and acting as a clarifying resource for staff;
- Oversee daily operations of in-person personnel, identify opportunities for optimizations and collaborate with senior leadership to troubleshoot operational pain-points;
- Stay up to date on existing projects across the organization and provide strategic insight for project development, and roll-out;
- Work closely with Head of People to refine and preserve a business culture that meets international business standards;
- Explore methods to enhance operational processes to promote both accountability and efficiency;
- Provide insight on tech, finance and e-commerce in order properly oversee the development of projects within these industries;
- Ensure company compliance to all relevant external and internal regulations by staying up to date on all relevant laws and internal policies, ensuring all personnel understand pertinent regulations.

Requirements for this position are:

- University degree, preferably in a business or finance related field;
- **Highly experienced in a previous strategic leadership role**, having designed and implemented largescale systems including following through on the subsequent iterative processes to measure and improve them;
- **English to an almost native level – MUST;**
- Experience managing projects and personnel within finance, e-commerce and technology fields;
- Experience working within a start up and desire to work in the tech industry is preferred.

How to apply:

To apply for this opportunity send your CV through the following link: <https://aplikim.eppc.al>

You will be contacted by EPPC only if your CV will be qualified by our recruitment team.