

Executive Assistant

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eppc

EPPC Albania on behalf of its client, *a leading company, focused on the production, conversion, and installation of structures for various vehicles, such as ambulances, fire trucks, summer maintenance vehicles, etc.*, is currently recruiting an **Executive Assistant**.

Major responsibilities:

- Manages diary and schedules meetings and appointments for CEO;
- Takes dictation and minutes of meetings;
- Makes business travel arrangements for staff: tickets, visa, taxi, accommodation;
- Produce, edits, finalizes reports, presentations and briefs;
- Supervises office filing system (ODOO);
- Welcomes guests and new employees;
- Organizes various company events;
- Sources office supplies.
- Supports HR with tasks such as keeping track of taken leave, sickness etc., track records around bonus system, preparing employee contracts, etc.

Requirements for this position are:

- Bachelor Degree in Social Sciences or BA field;
- **Min 3 years of experience in similar positions;**
- Knowledge of office management systems and procedures;
- **MS Office (in particular Excel and Power Point);**
- **Very good command of English (written and spoken) is a MUST;**
- Outstanding organizational and time management skills;
- Ability to multitask and prioritize daily workload;
- Excellent verbal and written communications skills.

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.