



CBS International is the leading real estate consultancy in Serbia in terms of revenue for seven years, providing variety of services including: Office Agency, Retail Agency, Residential Sales and Leasing, Industrial Agency, Land Agency, Valuation and Development Advisory, Capital Markets, Market Research, Project Management, Facility Management, Property Management and Marketing.

CBS International is a member of Cushman & Wakefield Alliance. Cushman & Wakefield is a leading global real estate services firm with 45,000 employees in more than 70 countries helping occupiers and investors optimize the value of their real estate. Cushman & Wakefield is among the largest commercial real estate services firms with revenue of \$6 billion across core services.

For more information, visit www.cw-cbs.rs | www.cushmanwakefield.com

For our office in Belgrade we are looking for:

Administrative Assistant

RESPONSIBILITIES

- Provide administrative and office support to the team members
- Answer and screen incoming telephone calls
- Coordinate travel and administer activities
- Sort, prepare, and deliver incoming/outgoing mail
- Co-ordinating meetings & booking meeting rooms
- Assist with aspects of relationship management with clients, and required reporting
- Update and maintain client database
- Binding & scanning of documents
- Code and submit office invoices to Accounting
- Other general ad hoc duties

QUALIFICATIONS

- High School Diploma or Colleague Degree
- Written and verbal communication skills in English
- Proficiency in Microsoft Word, Excel and Outlook
- Ability to handle sensitive and confidential information
- Excellent time management
- Minimum of 2+ years of prior office experience

- Excellent organization skills
- The qualified candidate will be detail oriented, extremely professional, and customer service oriented
- Appropriate work ethic / commitment level required

If you are interested in joining our team and pursuing your career in an inspiring and dynamic environment please send your CV and cover letter no later than Friday, April 27th to jobs@cw-cbs.rs

Only short-listed candidates will be contacted.