

Due to expansion of our operations, for our office in Belgrade we are looking for:

Administrative Coordinator

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

INTERESTED ? Please send your CV no later than Monday 12th December 2022, to jobs@cw-cbs.rs

Only short-listed candidates will be contacted.

Personal data collected in this manner will only be used in accordance with the Personal Data Protection Law. Before sending your application, please inform yourself of the way CBS International collects, uses, and processes personal data related to job applicants, at the following link: <https://cw-cbs.rs/en/obavestenje-o-obradi-podataka-licnosti-kandidata-za-posao/>

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