



## Administrative Assistant

NIK has been a leader in the domain of Agriculture ever since 2002, which introduces innovative technologies for automatization and digitalization of the processes on Bulgarian farms. Our portfolio includes some of the world leaders for the production of GPS equipment and irrigation systems for the agricultural field.

Five years in a row we`ve been honored with the Trimble Award for the development and popularization of precision planting in Bulgaria. For 2020 we have been awarded the Forbes Business Award which makes us the first representative of the agriculture domain in the prestigious awarding. We were also recognized as one of the top 50 Best employers in Bulgaria.

We are looking for an Office Assistant to join our team.



### Responsibilities:

- Interaction with different company departments;
- Correspondence with clients and partners of the company via phone and email;
- Welcoming and accommodating visitors;
- Receiving and redirecting of internal and external communication;
- Coordinating shipping agencies;
- Tracking and keeping stock of needed office consumables;
- Subsidiary administrative activities.



### Requirements:

- Previous experience in a similar position;
- Excellent knowledge of MS Office package;
- Good command of English language – written and spoken;
- Excellent communication skills;
- Positivism, representativeness, and friendly attitude;
- Independence, good organization, and priority skills/ time management skills.



### Our offer:

- Option for permanent employment in the company after the replacement period;
- Competitive remuneration;
- Additional social benefits package;
- Work in a positive and friendly team;
- Fixed workweek;
- Work in a dynamic and innovative environment.



NIK  
11B Brussels Blvd.  
1592 Sofia,  
Bulgaria  
Mobile: +359 898 528 996  
e-mail: [hr@nik.bg](mailto:hr@nik.bg)  
[www.nik.bg](http://www.nik.bg)