



Office Assistant



Sofia, Bulgaria

VM Finance Group is a Bulgarian economic group which manages a portfolio of 8 companies in various industries, including FMCG distribution, logistics, media, advertising and education. A high recognition for our impeccable business reputation, effective strategy and continuous improvement is the award "The most outstanding family business in CEE" we received in 2015 by the Vienna-based Bank Gutmann.

We provide an opportunity for career progression in a large business structure with more than 800 employees. We are a company where continuous improvement, creativity and new process creation are highly appreciated. Our company culture enhances professional development in a variety of sectors and recognizes performance and initiative. We believe our people are Group's most valuable asset. We respect our colleagues and rely on their competences and expertise. We foster transparent relationships and we believe that when we establish mutual trust, we achieve the best results.

As a result of our rapid expansion and constant striving to be a market leader, we offer the experienced professionals who share this aspiration to join our team on the position: Office Assistant

Responsibilities:

- Manage the front desk/reception operations, acting as the first point of contact for guests, employees, candidates and vendors;
- Perform general administrative tasks, including answering and directing phone calls, email correspondence, meeting minutes, mailings and deliveries, and coordinating meeting room calendars;
- Keep the office clean, stocked and organized throughout kitchen, closet and conference room;
- Support the company for the facilitation of meetings and business trips;
- Oversee and order office supplies;
- Manage repairs and maintenance of the office;
- Assist in preparing reports and presentations;
- Organize General Manager's agenda;
- Provide ad-hoc support to office and other staff members and departments as needed, including organizing internal events onsite and offsite.



Requirement & competencies:

- University degree;
- Relevant experience in an office setting, preferably in an administrative role;
- Computer literacy: MS Word, MS Excel, MS PowerPoint, Outlook, Internet;
- English – very good command (written and spoken);
- Excellent communication, interpersonal skills and work ethics;
- Strong organizational skills, ability to prioritize and comfortable working independently;
- Problem solving skills under time pressure;
- Highly motivated individual.

What we offer:

- Career development in large organization with companies from various business sectors;
- Competitive remuneration and excellent working conditions;
- Being part of a team with very broad range of competences and expertise.



If you fulfill our criteria and are ready to take this opportunity send your significant application.

The provision of personal data, enclosed in the application documents is voluntary and will be used solely for the purposes of evaluating job applicants. All applications will be considered as confidential. Only short-listed candidates will be contacted.