

OFFICE ASSISTANT AT THE MALL'S MANAGEMENT OFFICE

We are looking for a bright, positive and organized person to join our team.

Brief presentation of The Mall:

The Mall is the most popular shopping center in Sofia and among the largest malls in the city and country. With its unique design, architecture and over 200 stores, situated on a total area of over 66,000 sq.m., The Mall offers its customers an unforgettable shopping experience and variety of entertainment. The Mall has unparalleled mix of shopping stores and since 2010 the shopping center provides excellent service and fascinates its customers as well as meets all contemporary commercial challenges and requirements in terms of fashion, services and food.

Requirements:

- Fluent in English – written and spoken;
- Bachelor degree related to the position;
- Excellent MS Office skills;
- Organized and detail oriented;
- Communicative person;
- Experience on a similar position, would be considered as an advantage;
- Team work in corporate environment;

Responsibilities:

- Performing administrative tasks;
- Communicating with tenants and suppliers;
- Control over the contract workflow process (organization of signing process, delivery to counterparties, provide the Initiators and Legal Officers with hard copies and scans of contracts);
- Preparing meeting minutes and monthly reports;
- Monitor and coordinate incoming phone calls;
- Control over the work with incoming and outgoing mail correspondence (cooperation with courier services; delivery of correspondence);
- Control over the meeting rooms maintenance, bookings and appointments;
- Managing the office supplies;
- Supporting all teams.



As part of The Mall Management, you will:

- Advance your expertise and grow your career in an international working environment;
- Receive an initial training;
- Enjoy a fun and collaborative work atmosphere;
- Benefit from a competitive remuneration package;

Please send us your CV in English and an actual picture to administration@themall.bg , no later than **March 15th 2018.**

All candidates will be strictly selected under the law of personal data protection.