

## **Administrative Assistant with German**

Code Runners started out as a web development agency in late 2012.

Almost 6 years later, we have a product portfolio to complement our service business, focused mainly around marketing, data visualization and the digital economy.

Would you like to join us in our journey to the top?

### **KEY RESPONSIBILITIES:**

Assistance to engagement teams in relation to project and account management

Support in proposal preparation and other business development activities

Handling correspondence and communicating with staff, clients and other external parties

Logistical, filing and other administrative support

Translation of various business documents

### **KEY SKILLS REQUIRED:**

University degree or last year of study

Excellent written and spoken communication skills in Bulgarian, English and German

Strong computer literacy and research skills

Copywriting and proofreading skills

Strong negotiation and communication skills

Diligence, flexibility and reliability

Ability to work in a team, exercise discretion and maintain confidentiality

Positive and outgoing personality with professional manners

Excellent time management and organizational skills and a diplomatic approach;

Self-driven & ambitious personality

### **ADVANTAGEOUS SKILLS:**

2+ years of relevant experience

Demonstrated track record of ownership and execution of administrative tasks

### **WHAT WE OFFER:**

A competitive salary

The ability to grow into a key stakeholder within the company

An excellent working environment

A young and friendly team to work with

Excellent social benefits package, including private health insurance, sport card and others

A challenging job that requires a variety of skills and good self-confidence

Your talent and ideas will be appreciated