

## **/ POSITION: HR&OFFICE ASSISTANT**

iCOVER specializes in Wholesale of Background Screening & Business Intelligence solutions for the global market. We are an international company with operational headquarters in Paris, backed by a network of offices worldwide, which offer strategic global reach for all your business needs.

Our expertise lies in data collection, research & verification of information, analysis and reporting. Our clients know that we are diligent, always prepared to go the extra distance to deliver compliant, accurate and timely results. Our service is dedicated, professional and reliable.

Currently, for our office in Sofia, we are looking for a HR & Office Assistant with the following profile:

### **RESPONSIBILITIES**

- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of office;
- Partner with HR to maintain office policies as necessary and help the HR department on a daily basis;
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time;
- Communicate with the External Accountancy for invoices, payments to service providers, specific reports, etc;
- Communicate with courier companies, cleaning company and any future suppliers;
- Assist the HR Team with administrative employee-related tasks /issuing of company notes, the signing of company/employee documents, etc./;
- Communicate with courier companies, cleaning company and any future suppliers;
- Communicate with Facility Management of the respective office building;
- Participate actively in the planning and execution of company events;
- Handle reservation and bookings for iCOVER employees;
- Welcome office visitors;
- Maintain a safe and secure working environment.

**REQUIREMENTS**

- Proven experience as an Office Manager, Back-Office assistant or in another relevant administrative role;
- Extensive knowledge of facility/office management;
- Good negotiation skills, proactive approach and positive attitude;
- High level of self-organization and structuring of documentation;
- Ability to operate most standard office equipment;
- Attention to detail in typing materials, establishing priorities, and meeting deadlines;
- Excellent spelling, grammar and written communication skills in Bulgarian and English;
- Excellent time-management skills;
- Problem-solving and quality-oriented attitude.

**WHAT'S IN IT FOR YOU**

- Engaging job at a multinational company;
- Dynamic work environment and an enthusiastic team;
- Additional Paid Leave;
- Class A office in the central district;
- Additional health insurance;
- Food vouchers;
- Multisport card.

**If you think that you have what it takes to be a HR & Office Assistant, please send your application to Metodi Rusinov at: [mrusinov@icover-services.com](mailto:mrusinov@icover-services.com)**

*Notice: by submitting your application for this position, you acknowledge that in the event you have been selected to work for iCOVER, we shall be entitled to perform an appropriate background investigation by verifying the information presented in your application, specifically but without limitation, verification of prior employment and verification of education. You further acknowledge that such verification is required due to the specificities of iCOVER's scope of business and our internal security policies and rules. The lawful provision, collection and processing of your personal data is necessary for the purposes of the legitimate interests pursued by iCOVER and the provided data will be processed in strict accordance with the applicable personal data protection legislation.*