

Office Assistant (part-time)

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Sonne Bulgaria EOOD is a fast-growing, Danish-owned, Bulgarian consultancy company providing mechanical engineering services. Our primary clients are the largest manufacturers in the wind turbine industry. The global wind industry is developing fast and we are pursuing an aggressive growth strategy. As an element in the strategy, we successfully launched our office in Sofia approx. 1 year ago.

We are looking for a part-time **Office assistant** to join our efficient and friendly team. You will provide high-level administrative support allowing the operation manager to be focusing on building the business and leading the team. You will assist with day to day operations and furthermore:

- assist the administrative part of the HR function and employee files;
- organize employee onboardings;
- coordinate travels;
- organize team events;
- handling communication with external accountants regarding invoices and VAT;
- handling petty cash and prepare bank payments.

We expect that you do not only perform the day to day task, but that you naturally question the status quo and on a continuous basis make small improvements to processes and the supplier base.

Join our team if you have:

- good communication skills in English both written and spoken;
- excellent computer literacy (MS Office, Internet, E-mails);
- knowledge in Business Administration or Accountancy will be considered as advantage;
- excellent organizational and time management skills;
- analytical abilities and aptitude in problem-solving;
- great attention to detail;
- positive attitude.

We offer:

An interesting and challenging job with immense opportunities for personal growth, very good working conditions as well as an attractive salary package and great office location in the center of Sofia with easy access to public transport.

If this opportunity sounds appealing to you, apply now!

Send us your CV to ian@sonne.com

Only short-listed candidates will be contacted.