

Administrative Assistant

Ficosota is searching for *Administrative Assistant* to join the Global Business Services Unit!

If you have a "make it happen" attitude and you are a strong planner and organizer, detail oriented and a master of multi-tasking & If you have a passion to support colleagues with great service in a friendly, confident and knowledgeable manner, you are ready to be part of our team!

All you need:

- University degree
- 1 year previous professional experience on positions as Administrative/Office Assistant, Customer Service or related
- Excellent English – both written and spoken /B2 EEP/
- Good knowledge of MS Office package – Word, Excel, PowerPoint, Outlook
- Great communication and organizational skills
- Proactive attitude, problem solver who can prioritize effectively
- Decisive with ability for multitasking and working under pressure
- Driving license will be considered an advantage

What you will do:

- Welcome guests and partners in the office in a friendly and polite manner
- Receive and distribute incoming and outgoing mail, phone calls, mail deliveries (post, courier companies)
- Organize and store paperwork, documents, company information etc.
- Negotiate terms and maintain good relations with hotels, courier companies, translators and other partners of the company
- Inquire quotes for hotel rates, flight tickets, rent-a-car, presentation halls reservations and assist colleagues with the necessary business trip arrangements
- Coordinate, organize and execute all office facility, purchasing and repairment activities in Sofia office
- Support departments in organizing company events

We offer you:

- Friendly and positive company environment with non-formal communication;
- Competitive remuneration package including additional health insurance, food vouchers, multisport card, etc.;
- Flexible start/end of the working day (start: 8-10 a.m.; end: 5 - 7 p.m.);
- Opportunity for fast learning, development and expanding experience;
- Team activities, team buildings, Christmas party;
- Exceptional office with great relax zones