



Empowering  
business  
through  
technology

## Administrative Assistant

### About Ascent:

Ascent Software is an exciting, newly formed group and a premier provider of digital transformation projects to global corporate client bases including Bosch, G4S, Hive, BT, BDO, RSM amongst others. These companies entrust us with delivering their digital journey in the best possible way and we achieve this by empowering our teams to develop fantastic solutions and by applying our agile processes to every project. The business's main development centers are in Bulgaria, Malta and UK, with 350 developers spread across 20 countries.

### Our Culture:

- World class delivery and attention to detail
- Strong customer focus
- Fast-paced environment
- Can-do approach
- Positive attitude towards change
- Quick and eager to learn
- Highly collaborative

### Responsibilities:

- Organize and schedule meetings and appointments
- Maintain contact lists
- Generating of regularly scheduled reports
- Develop and maintain the filing system
- Contribute to team effort by accomplishing related results as needed
- Write letters and emails as part of the daily process
- Book conference calls and rooms
- Maintain computer and manual filing systems ( CRM)
- Reply to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Make sure that our system and Data is GDPR synchronized
- Assist the Recruitment Manager with day-to-day tasks.

### Requirements:

- Proven admin or assistant experience will be considered as an advantage
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills

- Excellent written and verbal English language
- Strong organizational and planning skills
- Proficient in MS Office
- Work as a team player

### **Why join Ascent:**

- With over 350 developers spread over Sofia, Malta and the UK, Ascent Software is on an upward trajectory to become a leading European provider of digital transformation with very clear targets on how to get there. Your role with us will help drive your career path upwards.
- We have an open and friendly environment and commitment to empowering employee growth through training/upskilling.
- We are a fast-growing company with modern, comfortable and spacious air-conditioned offices at good location.
- You will be involved in delivering exciting technology projects to leading global clients across the world.
- We offer Competitive salaries with a clear progression path.
- We have great employee benefits such as health insurance, vouchers, sport activities cards, relax area with foosball, darts, ps4, regular team buildings and company events and others.