



Centar za razvoj karijere i savetovanje studenata Univerziteta u Beogradu i MSS Staffing Services d.o.o. pozivaju zainteresovane studente i diplomce da se prijave za posao Office Assistanta u Francusko-Srpskoj Privrednoj Komori.

The Franco-Serbian Chamber of Commerce

is looking for an
Office Assistant

Responsibilities:

- Administrative support, including all kind of correspondence distribution, coordination of meetings, coordination of client visits, registering invoices, dealing with accountant, handling petty-cash, etc.
- Administrative support to the Manager, including verification and processing of administrative forms, maintaining files, investigating / gathering information, etc.
- Daily communication with our clients and partners in Serbia and France
- Other duties assigned

Requirements:

- Minimum High School education required
- Minimum 2 years of experience in similar position
- Experienced administrative professional who is reliable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude
- Outstanding communication and organizational skills
- Proficiency in MS Office
- Fluency in both French and English
- Demonstrated abilities in time management, multi-tasking and managing multiple priorities
- Attention to detail
- Demonstrated ability to employ tact, discretion, confidentiality and diplomacy

If you are interested to take this opportunity to develop and build a successful professional career within an international organization, please submit your application in Serbian / English / French to e-mail: candidate@mss.co.rs, cc of the mail: saradnja@razvojkarijere.bg.ac.rs

Deadline for applications: 17.01.2010.