



LeitnerLeitner Consulting d.o.o. is looking for a **Secretary**

Job description:

- Client Relationship Management
- Prepare written communication based on -professional department needs
- Plan, organize and participate at meetings within the company
- Office supply management
- Travel management
- Receive clients and client calls
- Organization of internal and client events
- Holiday Back-up for Office Manager

Requirements:

- German language is an asset
- Proficiency in written and spoken English
- Studies in foreign languages (German or English) or Economics is an asset
- PC knowledge: MS Office, Outlook, Internet
- Abilities to communicate and to assure the flow of information

Interested candidates should send their applications (cover letter and CV) to

Office.belgrade@leitnerleitner.com

in cc of the mail: saradnja@razvojkarijere.bg.ac.rs

Deadline for application: 15.02.2012.