

Employment Opportunities

Office assistant –part time

Baker Tilly in Bulgaria (www.bakertillyklitou.bg) is an independent member firm of Baker Tilly International, the 9th largest accounting and business advisory network in the world by combined fee income of over \$3, 2 billion of its independent firms, all of whom are committed to providing the best possible service to their clients, both in their own marketplaces and across the world, wherever the client needs help.

Due to ongoing expansion, we invite applications from ambitious and highly motivated professionals to fill the following position of part-time office assistant promoting friendly reception of company's visitors, coordinates the usage conference rooms, supporting devices and handles various administrative tasks with the following requirements, to join our office in Sofia.

Responsibilities:

- Reception and first point of contact for couriers, visitors and other suppliers
- Allocates incoming and outgoing mail, calls, fax as well as takes and relays messages
- Orders office supplies
- Coordinates the resolving of facilities problems in the company premises
- Supports and assists administratively the HR & Marketing team and the Senior Management when requested
- Organizes and coordinates travel arrangements

Requirements:

- Diploma in Law, Accounting or Business Administration (or in progress)
- Experience as Business Assistant/ Personal Assistant – would be considered an advantage;
- Fluent English, both written and spoken is a must;
- Ability to maintain confidentiality;
- Great prioritizing skills and good manners;
- Ability to work in a fast-paced environment
- Advanced MS Office user (Outlook, Excel, Word, PowerPoint);
- Good interpersonal and team work skills;
- Ability to perform successfully under pressure;

The Company offers:

- Positive, creative and dynamic work environment;
- Excellent opportunities for personal and professional development;
- Interesting, internationally oriented and challenging assignments;
- Attractive remuneration package according to qualification and experience of the successful candidates;

Only short- listed candidates will be invited for an interview

Applications:

If you are interested in joining our firm, please complete our application form, which you can find on our website www.bakertillyklitou.bg, and send it by email to info@bakertillyklitou.bg by 30 June 2017.

All applications will be treated as strictly confidential.

Baker Tilly

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Please visit our website to explore other career opportunities.

www.bakertillyklitou.com

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