

Young and dynamic company, we are specialized in providing to our European customers from multiple Industry sectors, value-added and effective services to transform their product lifecycle.

We are aiming to build our European delivery center in Sofia from Q4 2017 with multiple roles and in this regard we are looking for

Administrative & Office Assistant

As an Office Assistant, you will be responsible for

- Provide day-to-day assistance to the local French leader;
- Manage communication with Bulgarian contacts;
- Office reception and logistic;
- Organize travels and support employee's mobility.

Requirements for the position

- Professional bachelor or 1 year relevant experience in a similar position;
- Fluent in Bulgarian and English, both oral and written;
- Autonomous, proactive and resourceful;
- Ability to work in "start-up" mode;
- Good client contact, communication and social skills;
- Positive and "problem solving" attitude;
- Sense of responsibility and commitment.

Advantage will be given for:

- Good knowledge in French;
- Skills in Accounting;
- Experience in Public and Media Relations;
- Experience in Event organization.

We offer

- Competitive remuneration package;
- Additional company benefits
 - "Start-up" approach / end to end involvement / new leadership opportunities;
 - Continuous training & opportunity for development;
 - International experiences.
- Friendly and stimulating work environment.

Think you fit that position? Forward us your resume with a brief statement describing your interest and fit for the role: contact@inensia.com

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.