

PROJECT ASSOCIATE

Knowledge is our raison d'être. By using our knowledge and experience, we, at Pro Active Solutions, create solutions of the highest professional quality for our clients – solutions that are based on a humanistic outlook and that contribute to good living and working conditions for people and a sustainable development.

THE MAIN RESPONSIBILITIES OF THE POSITION:

- Performing administrative functions in relation to our projects;
- Processing of documents in data sheets, ERP and DMS systems, and other data bases.
- BigData Processing and Analysis;
- Participating in preparation weekly/monthly/annual projects plans and reports;
- Ensuring that the projects are administered in accordance with the applicable regulations, policies and procedures;
- Supporting the projects' management and professional teams;
- Events planning and management;
- Maintaining company's and projects website and social media channels;
- Monitoring the activity and reports of daily/weekly/monthly operations to the management;

REQUIREMENTS:

- University degree in Law, Accounting, Statistics, Business Administration, Public Administration, Hospitality, Languages, Communications or related or last years student;
- At least 1-2 years prior experience on a similar position in a company or non-for-profit organization or in a hotel administration;
- Excellent command in Bulgarian and English, literacy in German, Italian or French will be an advantage.
- Ability to prepare and handle high quality and professional materials in Bulgarian and English;
- Advanced computer literacy (MS Office knowledge, especially in MS Word, MS Excel, MS PowerPoint, MS Power BI), experience in MS SQL, MS Visio, Photo Shop, Corel Draw, WordPress and video editing software will be a strong advantage.
- Proactive, curious and dynamic personality, orientated towards achievement of results, readiness to help and support others' work;
- Communication skills: interactive, helpful and friendly;
- Ability to work with numerous policies and procedures and to adapt to a dynamic business environment;
- Very good organizational skills, able to prioritize under pressure service-orientated personality with attention to details;
- A team-player who is proactive and prepared to take responsibility;
- Good time management skills and the ability to work to deadlines and under pressure.

WHAT WE OFFER:

- Employment contract;
- Office in Sofia city centre, communicative location (close to the Serdica metro station);
- Access to Edge Smart Technologies;
- Home office option;
- Flexible working hours;
- Professional development opportunities;
- Initial and on-going training ensured;
- Inspiring CSR program;
- Inclusive working environment.

If you are a self-motivated, knowledge driven, team player, with I-can-do attitude, excited about taking on new challenges and always looking for ways to improve, we'd like to meet you:

APPLICATION DETAILS:

- Reference number: PAS_Associate_PA_012 open by 05 June 2020
- How to apply: Please send your current CV and motivational letter at: OFFICE@PAS.BG
- To protect the safety of all, we have adopted a 'Remote, Yet Nearby' selection process, where all

screening, assessment and interviews are performed online with a real-time access to our Team. Your application package will be treated with strict confidentiality. Only shortlisted applicants will be contacted.

The submission of personal data is voluntary, its processing, use in the recruitment process and safe-keeping will be in compliance with the provisions of the Law for Protection of Personal Data and relevant EU law. The individual may request amendment or deletion of her/his personal data.