

Employment Opportunities

Marketing and HR Administrative assistant

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 marketing and HR administrative assistant for our office in Sofia who will be supporting us in our overall marketing and HR efforts:

Role:

The primary responsibility of the Marketing and HR Administrative assistant includes the maintenance of The Company's database, verify the integrity of the information contained within the database, administrative support to marketing and HR activities.

Marketing and HR responsibilities:

- Maintenance of the database of new clients and proposals in CRM system;
- Helping with maintenance of the Company Website;
- Helping with preparation and translation of Company presentation;
- Completing reports, lists, custom data collections to support the work of the company;
- Publishing advertisement, appointing interviews;
- Maintain an up to date tracking sheet of all candidates;
- Providing help with the organization of events – Career fairs, Conferences and Assessment Centres;
- Providing ad hoc project and administrative support;

Requirements:

- University degree in Economics; Marketing or Business Administration (or in progress)
- At least one year prior experience in Administration or Marketing;
- Fluency of the English language;
- Advanced MS Office user (Outlook, Excel, Word, PowerPoint);
- The knowledge of CRM system will be considered as an advantage;
- Strong attention to detail;
- Good interpersonal and teamwork skills;
- Exceptional interpersonal skills (requires diplomacy, tact and a clear, courteous and professional manner);
- Ability to operate successfully under pressure.
- Enjoy learning and possess a commitment to professional development

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

www.bakertillyklitou.com

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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