

LOCATION: PRISTINA

Office Administrative Assistant

If you are quick thinking, personable and articulate, we invite you to join our team as **Office Administrative Assistant**.

The successful candidate would be a professional with a university degree (minimum bachelor's) preferably with at least 2 years of previous work experience at a similar position for an international company.

Responsibilities

- Handle various administrative tasks for KPMG in Kosovo office and staff
- Maintain project correspondence, communicate with staff and clients
- Provide logistic and travel support for the teams
- Greet visitors and direct them to the appropriate person and/or department
- Receive and handle telephone calls and take messages

Other important requirements for the position would include:

- High level of commitment, assertiveness and resilience
- Excellent interpersonal and organisational skills
- Ability to work in a team
- Presentable, polite, cheerful

- Proactive attitude, diplomatic and team-playing talent
- Flexibility and adaptability to different circumstances and personalities
- Multitasking abilities, high integrity, and orientation to details
- Fluency in English – written and spoken
- Strong computer skills, including MS Office (Excel, Power Point)

Should you be interested, please send your Application Form (kpmg.com/al), CV and Motivation Letter, to the attention of Ms Valmira Vejuka, email: al-job@kpmg.com or 14 Sylejman Vokshi Str, 10000 Pristina no later than **25 September 2013**.

Your application package will be treated with strict confidentiality. Only short-listed applicants will be contacted.

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