

British American Tobacco (www.bat.com) is one of the world's most international businesses with a portfolio of globally recognized brands, a culture of open-mindedness and a bright and dynamic future. Our aim is to become the leading tobacco company in each of our markets by providing excellent products with confidence and responsibility expected of global consumer brands.



We are looking for candidates for the position of
PERSONAL ASSISTANT TO COUNTRY MANAGER
located in Tirana, Albania.

BAT Albania is one of the 12 entities within the Central Europe Cluster (CEC), all bonded by a unique strategy and a strong team mindset that nurtures diversity as one of the key strengths of our winning organization.

Role holder's principal accountabilities:

- Provides administrative and secretarial support to Country Manager, encompassing all business functions.
- Arranges travel itineraries for the team, ensuring that travelling approvals are in line with the company travelling policy.
- Co-ordinates appointments/conferences for team members.
- Prepare meetings and logistics agendas for visitors.
- Creates and maintains records and filing systems (paper and computer) to ensure readily accessible, up-to date information.
- Ensures implementation of EH&S policies, procedures and action plans
- Delivers monthly and yearly EH&S reports.
- Co-ordinates the ordering / receipt / distribution / consumption of the office equipment and consumable materials.
- Updates the Car Fleet database of Albania & Kosovo.
- Ensures that all payments for office premises are done according to the internal policies.
- Handles all incoming calls as the first contact with our company.

Requirements:

- University Degree
- Strong organizational and administrative skills
- Excellent English language skills (written and spoken)
- High level PC skills (LN, Word, Excel, PP, etc.)
- Experience in personnel administration roles
- Assertive communication
- Ability to work with numbers
- Initiative and drive to deliver solutions
- Commitment to teamwork
- Excellent interpersonal skills

To apply, please apply to the following link until **8th April 2016**

<https://krb-xjobs.brassring.com/TGWebHost/jobdetails.aspx?partnerid=30015&siteid=5134&AReq=10599BR>

Looking forward to receiving your application!
Your BAT Team
jobs@BAT



Bring your difference
and be inspired
by those
around you