

The German Association for Industry and Trade in Albania (DIHA) is looking for a:

Junior Office Assistant (fulltime/8 hours/day)

expected starting date: 16.01.2017

for a limited period of time (9 months)

Tasks and responsibilities:

1. Support in all administrative tasks, development and update of a database and archive;
2. Telephone service, hotel reservations, correspondence (emails, copies, etc.);
3. Support in procurement procedures and in the event management of the association;
4. Contribution to the DIHA website, support in public presentations and press releases of the association (German/English/Albanian);
5. Research of data for German trade fairs and business inquiries;
6. Support in preparation and organization of delegations and information journeys;
7. Translations;
8. Support in all tasks that are connected to the activities of the association;
9. Cross sectional tasks of the DIHA office.

Requirements:

1. First working experience would be an advantage
2. Very good communication and networking skills;
3. Good team player;
4. Good drafting and reporting skills;
5. Very good knowledge of the MS-Office package, Typo 3 would be an advantage;
6. Language skills: Very good command of Albanian, German and English (German is mandatory); additional languages are welcome

If you are interested, please send your application per email to info@diha.al, before 18.12.2016, including:

1. Your CV (Europass format);
2. A letter of motivation (including your expectations about the salary).

Please note that only short-listed candidates will be contacted for a test and then an interview.