



# Eurofast

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Your Regional Business Advisory Organisation



We are a multinational company, with offices in 18 countries. For our office in Tirana, we are currently looking for a young and highly motivated person for the position of Executive Administrator & Business Development Team member.

#### The successful candidate should have:

- University degree Business Administration/Marketing/Finance
- Fluent spoken and written English. Second foreign language – Greek / German/ Italian – is an advantage
- Work background – at least 3 years in similar position in multinational company
- Proven ability to work with international/multinational companies – administrative support
- Ability to meet tight deadlines and to work in dynamic environment
- Excellent communication, analytical and organization skills. Team player.
- PC literacy (Microsoft office);

#### Responsibilities:

1. Forging and maintaining strong relationships with key contacts in existing and new accounts
2. Locating, approaching prospective clients on a regular basis and attending meetings.
3. Scheduling meetings with prospective clients and preparation and distribution of agendas and minutes from the meetings. Following up prospective clients and leads.
4. Identify opportunities and contribute to growth and development of the Organisation
5. Attending meetings with prospects/embassies/trade centers
6. Assistance in organizing conferences, seminars and meetings with prospective clients, target companies as well as associates.
7. Writing articles of general interest for internal/external publications, prepare and send monthly newsletters & emails shots
8. Administrative and secretarial support to the office, all its departments, as well as in tight cooperation with the other offices of the Group.
9. Prepare and submit any reports required by management

#### We offer:

- Diverse job with possibilities for career and personal growth
- Team of young, pleasant and amicable personalities
- Opportunities for career and personal growth.

If this position is of interest to you, we will be expecting your CV in English language and recent passport size photo on [rossitza.koleva@eurofast.eu](mailto:rossitza.koleva@eurofast.eu) sent to us not later than 30.11.2015

All personal data are strictly protected. Shortlisted candidates will be contacted for interview.