



To grow-up with Huawei Technologies: taking the opportunity to success

**Huawei Technologies Albania shpk is seeking for
Admin Assistant/Receptionist.**

The candidate should fulfill below job requirements:

Job Responsibilities	<ul style="list-style-type: none">• Provide full secretarial, administrative and organizational support;• Compilation of high quality documents, presentations, etc;• Preparation of regular reports, for internal use;• Schedule and organize meetings, answer to e-mails, telephone and electronic inquires and messages;• Maintains a regular communication with other company structures;• Understanding of the business and organizational structure of the company;• Other duties as per job responsibilities.
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Job Requirements	<p>Education</p> <ul style="list-style-type: none">• University Degree <p>PC Skills</p> <ul style="list-style-type: none">• PC literate. Microsoft Package <p>Competencies/ soft skills</p> <ul style="list-style-type: none">• Excellent communication and interpersonal skills. Patient, flexible, confidential and professional.• Team player orientation and a “can do” attitude are required. <p>Language skills</p> <ul style="list-style-type: none">• Excellent command of English Language, spoken and written.
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Please send you CV and letter of Interest via email to hralbania@huawei.com.
Deadline for this job application is **November 25, 2015**.

NOTICE: Only short listed candidates will be contacted.