

H.art Development Center is a consulting agency whose mission is people and companies development and advancement of HR processes in companies. Our client, a fast growing global on-line company, is looking for:

Administrator

(Belgrade)

Job description:

- Manning the front desk
- Answering phones, running errands, collaboration with suppliers, filing and handling mail
- Providing service for the various departments in the company
- Managing the welcome of new employees and providing relevant information

Job requirements:

- 2-3 years of previous experience as an Administrator
- Experience in work with various suppliers and handling invoices
- Excellent English skills - verbal and written
- Proficiency in MS Office Tools (Word, Excel, Outlook)

Personal and professional profile of the candidate:

- Proven organizational and administrative skills
- Knowledge of managing manager's schedule
- Multitasking ability and great interpersonal skills
- Good verbal and written communication skills
- Detail-oriented
- Preferable: candidates who had experience with start-up companies

We offer you:

- Young and dynamic work environment
- Company fun days, team nights, Happy Hours
- Competitive salary and pleasant workplace

If you consider yourself the right candidate for this job, please send **your CV** and **cover letter**, both in English, to e-mail address: **hart.selection@gmail.com**

Application deadline: 05.07.2017.

Only short-listed candidates will be contacted.