



ADMINISTRATIVE ASSISTANT

We are looking to employ an ADMINISTRATIVE ASSISTANT with outstanding administrative and communication skills. You must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment. Top candidates will be superb at problem-solving, efficient in scheduling and precise in the recruitment process.

Duties and responsibilities:

- Responsible for organizing meetings of the Upper Management;
- Prepare and modify documents, including correspondence, reports, etc.;
- Translate work related documents from English to Albanian and vice versa;
- Responsible for coordinating meetings between employees, as well as third parties;
- Accept and manage calls efficiently;
- Responsible for performing various administrative tasks;
- Responsible for electronic communication and information, for all employees;
- Responsible for receiving documents, mail, etc.;
- Performs other work-related duties as assigned by the supervisor

Qualifications and requirements:

- Previous work experience in the Administration field (minimum 1 year).
- High School Diploma (University Degree is an Advantage).
- Team player.
- Good time-management skills.
- Great interpersonal and communication skills.
- Excellent/Professional Knowledge of MS Office.
- Professional knowledge of English language.

**You are fired up for the job and you want to work with dedicated people as part of a great team?
Apply today if you are ready to take the lead and the responsibility.**

Start your career at **BURGER KING®** !

We look forward to receiving your detailed, written CV by email: jobs@burgerking.al , till **15.09.2022**

IN THE SUBJECT LINE, PLEASE SPECIFY THE POSITION YOU ARE APPLYING FOR

We kindly inform you that we will contact only short-listed candidates.