



Administrative Assistant

Ficosota is searching for an Administrative Assistant!

If you have a "make it happen" attitude and you are a strong planner and organizer, detail-oriented, a master of multi-tasking & if you have a passion to support colleagues with great service in a friendly, confident manner, then you are surely interested to keep on reading!

What a day in the office would look like:

- Welcoming guests and partners in the office in a friendly and polite manner
- Receiving and distributing incoming and outgoing mail, phone calls and mail deliveries (post, courier companies)
- Organizing and storing paperwork, documents, company information, etc.
- Negotiating terms and maintaining good relations with hotels, courier companies, translators, and other partners of the company
- Inquiring quotes for hotel rates, flight tickets, rent-a-car, presentation halls reservations and assist colleagues with the necessary business trip arrangements
- Coordinating, organizing, and executing office facility purchasing, and repairment activities in Sofia office
- Supporting departments in organizing company events

You will be a good match for us if you have the following requirements:

- Previous professional experience in positions as Administrative/Office Assistant, Receptionist is an advantage
- University degree
- Excellent English – both written and spoken
- Great communication and organizational skills
- Good knowledge of MS Office package – Word, Excel, PowerPoint, Outlook
- Decisive with the ability for multitasking

Ficosota presents to you the welcoming benefits of being an employee of ours:

- Friendly and positive company environment with non-formal communication.
- To be part of a young, ambitious, modern & fast-paced organization.
- Opportunity for fast learning, development, and expanding experience.
- Team activities, team buildings.
- Competitive rewards and food vouchers.
- In-house gym.



*Did we catch your attention? Then what are you waiting for? Make the first step towards your amazing future – apply and get the opportunity to work with and learn from our always **fast&smart** colleagues.