

VACANCY ANNOUNCEMENT

Mane TCI Company, part of BALFIN Group, is a leader in the construction and investment of development projects in Albania and the regions. Founded in 2001, Mane TCI specializes in the field of civil and industrial construction such as Shopping Centers, Residential Buildings, Social and Cultural Centers, industrial constructions and infrastructure.

Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro and the Netherlands, employing approximately 6,000 people. The activities of BALFIN Group comprise the development and management of real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

Position: Executive Assistant & Archivist

Departments: Human Resources

Location: Tirana

Main functions and responsibilities: Executive Assistant & Archivist supports CEO with daily works, such as organizing meetings, compiling minutes of meeting meetings, coordinating the distribution of correspondence, arranging CEO documentation or others as needed etc.

Main Job Tasks and Responsibilities:

Organizational tasks:

- Organizes travel schedules and books tickets for the Executive Director as needed;
- Welcomes visitors in time while coordinating drivers with the right transportation and in the respective hotels;
- Organizes various meetings for the administration employees and the Executive Director, sends reminders in the calendar to each participant with the exact time and place of the meeting, keeps the minutes of the meeting, compiles them clearly in company format and sends it to the participants, then saves them on the intranet / SharePoint;
- Waits on incoming calls in the absence of the office coordinator and informs the respective people.

Administrative duties:

- Systematizes company documents by departments and projects;
- Makes documents available to employees of different departments;
- Protocols all incoming and outgoing documents according to the protocol procedure;
- Drafts the Regulation for the organization of documents in the Company;
- Prepares and distributes records used by the archive (in the company);
- Withdraws and collects documents from company departments;

- Supports staff in the way of documenting and archiving documents;
- Checks the archive on site;
- Manages incoming and outgoing documents in the file, accompanied by the relevant index;
- Develops and formats various documents and assists in the preparation of company presentation materials. Follows the preparation of the newsletter until the final version;
- Scans contracts and places them on the intranet according to their nature;
- Translates documents accurately on time and with the required quality;
- Reports monthly on the progress of work in the archives;

Education: To have a university degree/advantage in engineering

Other qualifications:

- Good communication skills both directly and by telephone with clients, visitors, managers and staff;
- Able to work in a team but also individually;
- Able to coordinate and balance work;
- Flexible, committed to work and punctual;
- Very good knowledge of Microsoft Office;
- To have a very good written and spoken English language (Knowledge of other languages of the European Committee would be an advantage);
- Collaborates with department staff on all tasks;
- Be ethical in relationships with colleagues;
- Good typing skills;
- Systematic and correct;
- Have knowledge of archiving regulations.

Application Procedure: All interested parties can apply by sending their CV and motivation letter to the address recruitment@manetci.al with the subject **MTCI_Executive Assistant** until 24th of August 2022.

After screening, only selected candidates will be contacted.

* All applications will be treated with complete confidentiality according to law no. 9887 decided by the Albanian Parliament on "Personal Data Protection".