

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: Office Coordinator & Reception
Department: Human Resources
Location: Tirana

Summary: The Office Coordinator & Reception is responsible for incoming & outgoing calls, emails, guiding the visitors to the appropriate departments as well as assisting the departments in administrative tasks.

Main Responsibilities:

- As the first point of contact, greets customers and visitors to the office, ensuring guests are comfortable and connected with the right office personnel;
- Managing incoming and outgoing correspondence, including emails, faxes, mail etc.;
- Signs and distributes mail (letters or packages), and constantly stays coherent for the cheapest prices in relation to posts inside and outside the city or country;
- Supports the staff with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings, compiling different materials, printing etc.);
- Monitors office/site expenses, makes orders and follows the process until final delivery;
- Monitors the arrival/departure schedule of staff and puts them in the appropriate format with the relevant comments;
- Manages mobile phone bills every month and prepares the corresponding report;
- Attends requests with the mobile phone operator;
- Other duties assigned to them.

Education: University Degree in Social Sciences/Economy.

Requirements:

- To have work experience similar to the position;
- To have a very good written and spoken English language (Knowledge of other languages of the European Committee would be an advantage);

- Knowledge of the Microsoft Office Package;
- Good communication skills directly and by phone with customers, visitors, managers and staff;
- Able to work in a team but also individually;
- Able to coordinate and balance work;
- To be ethical in the relationship with colleagues.

Application Procedure: All interested parties can apply by sending their CV and motivation letter to the address recruitment@manetci.al with the subject **MTCI_Office Coordinator** 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".