

OFFICE MANAGER (m/f)

The CEF (www.cef-see.org) is an international organization based in Ljubljana, Slovenia.

We support capacity development of public officials and their institutions in South East Europe through learning and knowledge sharing. We are a leader in applying people-centered learning approaches and holding the know-how of becoming and being a learning organization. We primarily serve ministries of finance, tax administrations, and central banks in Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Kosovo, Moldova, Montenegro, North Macedonia, Romania, Serbia, Slovenia, and Turkey.

Job purpose

We would like to welcome a new colleague to our team. The aim of the open position is to effectively organize and coordinate office administration and procedures.

Duties and responsibilities

- Scheduling meetings and appointments
- Making office supplies arrangements
- Providing general support to visitors
- Providing administrative support to management

Desired skills and experience

We welcome receiving your application if you:

- Hold at least a high school diploma (EQF level 4 / SQF level 5¹)
- Have at least three years of work experience in office management (in case you hold a university degree (EQF level 7 level / SQF level of 7 or higher) one year of work experience is necessary)
- Have strong organizational and communication skills (written and oral)
- Enjoy working independently and proactively in a dynamic team
- Are able to work under tight schedules, and meet deadlines while delivering outputs of the expected quality
- Ability to keep calm under pressure and pay attention to detail
- Have excellent interpersonal skills and love to work with people
- Enjoy working in an international environment and understand cultural diversity
- Are fluent in English and you speak one of the BHS languages
- Are able to use standard PC tools.

¹ <http://www.nok.si/en/>

We invite you to accept the challenge to work in an international environment. The position will support your personal and professional development. A selected candidate will receive a fixed-term contract with a six-month probation period. The application deadline is October 7, 2022.

You are invited to apply by sending your CV together with a cover letter in English to: recruitment@cef-see.org.