



Manpower is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.

On behalf of our client, company which is one of the largest global coatings manufacturers in the world, Valspar, Manpower Serbia is searching for a motivated candidate to take the challenge and to successfully fulfill the position of:

## **OFFICE AND ADMINISTRATION SPECIALIST**

*(Location: Dobanovci)*

### **Job Description:**

- ✓ Managing all the office related issues (meeting rooms, suppliers, maintenance, etc.)
- ✓ Providing high level administrative support
- ✓ Preparing invoices, reports, memos, letters, financial statements, delivery notes and other documents
- ✓ Taking care about personnel administration
- ✓ Maintaining personnel administration data base
- ✓ Managing the flow of information, corporate documents and reports
- ✓ Implementation of office policies by establishing standards and procedures
- ✓ Communication with the external accounting office, consultants, clients etc.
- ✓ Requesting and collecting offers from suppliers
- ✓ Daily admission of letters and e-mails
- ✓ Maintaining the condition of the office, ordering and managing office supplies

### **Candidate Profile:**

- ✓ University or college degree (in Economics, Finance or Accounting) would be consider an advantage
- ✓ Minimum 2 years of experience in a same or similar position
- ✓ Fluency in English is obligatory, Italian language will be additional plus
- ✓ Excellent knowledge of MS-Office
- ✓ Detail oriented with excellent organization skills
- ✓ Ability to work in a team environment
- ✓ Proactive and fast learner

**The selection process is taking place NOW!**

If you consider yourself appropriate for this position, we invite you to apply for the position through our website

**www.manpower.rs, advert ID 1451**

Deadline for applications:  
**18.03.2016.**

Manpower is an Equal Opportunity Employer and considers applicants for all positions without regard to gender, marital status, national origin, age, creed, religion, race, color, ancestry, sexual orientation, physical or mental disability.

All applicants will be informed and shortlisted candidates will be invited for an interview.