



Pfizer BH d.o.o.

Administrative Assistant (m/f)

PFIZER, the world's largest innovative pharmaceutical company and healthcare leader, has a leading range of medicines that prevent and cure a wide range of therapeutic areas and a whole spectrum of innovative products.

Due to the expansion of its activities in Bosnia and Herzegovina, the company PFIZER BH Ltd announces new vacancies.

Agency Posao.ba is leading selection process for a

ADMINISTRATIVE ASSISTANT

Your responsibilities:

- Provide general administrative support
- Regular secretarial /Administration assignments
- Receiving and bookkeeping of all incoming mail from post office, distribution to departments inside company
- Printing, scanning and binding documents, notarization of documentation in Municipality for various Purposes etc.
- Assistance in preparation of tender/reimbursement documentation
- Creating and registering all company official letters (memorandum, official notes,...)
- Offer gathering and communication with venue vendors and agencies
- Organization of internal meetings
- Logistic support for field force colleagues
- Appropriately coordinate administrative office management with a minimum of direction and instruction
- Assist with requests from department members for support and direction on resolving issues
- Maintain inventory and order all supplies for department, including office supplies, promotional materials, etc.
- Answer and direct phone calls
- Performs all Company business in accordance with all regulations and Company policy and procedures
- Develop and maintain strong, credible relationships across business units
- All other administrative assignments in agreement with the supervisor

Necessary qualifications:

- Minimum 2 years of relevant work experience
- Advanced knowledge of Microsoft Office (Word, Excel, and PowerPoint) and Outlook
- Fluent English knowledge

- Working experience background in the manufacturing industry desirable.
 - Strong organizational/administrative skills
 - Absolute dependability in terms of meeting deadlines and handling confidential information
- Only candidates who meet the above qualifications will be contacted.

You may send your updated resume via this LINK.

Lokacija: Sarajevo
Datum objave: 09. Mar 2018.
Datum isteka: 12. Mar 2018.