

The “**Regional Challenge Fund**” (“**RCF**”) is an initiative undertaken by German KfW Development Bank (KfW) in the Western Balkan in supporting the Vocational Education and Training (VET) in the Western Balkan Six Economies (WB6): Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia. It aims to strengthen the labour market relevance of vocational education and training by funding investments in equipment and infrastructure for training providers that engage in co-operative training activities with partnering enterprises.

The Fund Management Unit (“FMU”) is responsible for the implementation of the project. The FMU office is located in Podgorica, Montenegro.

We are currently looking for an

Administrative Assistant (f/m/d)

Your tasks

The Administrative Assistant is responsible for performing a range of different tasks to support the daily operations of the project.

Your responsibilities

- Preparation of business meetings and travelling (scheduling, preparation of necessary materials and their delivery to the invited guests, taking minutes and other support tasks during meetings)
- Planning business trips and their organisation (identification of possible itineraries, reservation of tickets and accommodation)
- Assisting in bookkeeping processes by filing documents related to accounting and administration properly and timely
- Supporting the preparation of documentation required for procurement procedures
- Filing and archiving project related documents
- Maintain office supply inventory and co-ordinate maintenance of office equipment
- Every-day tasks such as photocopying, mailing, phone calls

Requirements

- The ideal candidate is expected to be a hard-working professional able to undertake a variety of office support tasks and working diligently under time pressure
- Proven experience as an Administrative Assistant and/or in another relevant administrative role, for a minimum of three years in a similar job
- Bachelor’s degree in economics, law or other related areas of education
- Organisational skills, flexibility, ability to work under pressure, good communication and interpersonal skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Very good English language skills (written and oral)
- Proficiency in MS Office

The position is full-time from the earliest possible starting date and limited to one year with the possibility of extension. Part-time with minimum 50% for a limited period is subject to negotiation. If you are interested in joining the project team please send your resume, and your earliest possible starting date with the header “**RCF Admin Assistant**” to frieder.woehrmann@rcf-wb6.org by 31 July 2021.