

JOB ADVERTISEMENT

POSITION: **OFFICE ADMINISTRATOR**
LOCATION: ZAGREB, CROATIA
START DATE: APRIL 2012 (ESTIMATED)
APPLICATION DEADLINE: **15th FEBRUARY 2012 at 15:00 hours**
APPLICATION ADDRESS: eptisasee@eptisa.com

Founded in 1956, EPTISA is considered one of the soundest consulting and engineering groups from Spain. With a global workforce of 1,600 employees, the company performs consulting, project management, engineering, information technologies, and social welfare services.

Due to the activities in the region, EPTISA has recently established a subsidiary company in the Republic of Croatia and seeks now to recruit a qualified full-time **Office Administrator**, to be based in Zagreb.

The preferred professional characteristics of the potential candidate are the following:

- High school degree (economy, administration, or similar) preferably in combination with additional formal or informal trainings,
- Minimum 2 years of active office management/administration experience in a Croatian based company, preferably operating in the EU co-financed projects sector,
- Additional year of active office management on EU-funded project(s) will be considered as an advantage,
- Proven experience with bookkeeping practices according to national regulations,
- Fluency in Croatian,
- Fluency in English where an advanced certification level combined with a practical use in daily work will be considered a significant advantage,
- Excellent computer skills (Word, Excel, Power Point, MS Project, Outlook, Internet, other software is an advantage),
- Willing to travel across the Country on irregular basis,
- Driving licence, category B, with active driving experience,
- Croatian citizen or non-national with valid residence and work permit in Croatia,
- Hardworking and reliable person, with proven track record of professional results in a similar business setting (reference letters with contact details are mandatory),
- Well-mannered with proper work conduct, proactive and dedicated to achieving work tasks.

If your profile matches these criteria, please send us your motivation letter with your updated Curriculum Vitae, in English, and by 15th February 2012, at the following email address eptisasee@eptisa.com and with the following subject "Office Administrator Croatia". We regret that only short-listed candidates will be contacted for an interview.