

Office Administration Assistant



GLOBAL PROVIDER OF **INNOVATIVE PV SOLUTIONS**



Established in 2007, Solarpro is one of the leading players in Central and Eastern Europe in the renewable energy solutions (photovoltaics sector). With over 1 000 employees in 9 countries, we offer wide range of smart energy systems and solutions. With more than 6 GWp installed capacity and more than 100 PV plants under operation, we have gained significant experience in engineering, installation, operation and maintenance of PV systems (on-grid, off-grid and hybrid). We have been trading for over 14 years and take pride in delivering project specific solutions, sustainable results and added value to our clients.

Currently we are looking for an **Office Administration Assistant**.

> **MAIN RESPONSIBILITIES:**

- Manage the communication in/out document workflow;
- Schedules appointments;
- Gives information to callers and visitors;
- Supports the technical preparation of presentations, reports, etc.;
- Files and directs incoming mail, correspondence, documents and other records;
- Arranges travel schedules and reserves hotel accommodation and travel tickets;
- Facilitates the communication between the different company units;
- Front office activities - welcomes and guides guests, clients and partners, orders office supplies and inventory maintenance.

> **REQUIREMENTS:**

- Experience on a similar position of minimum 2 years;
- Fluency in English – both speaking and writing – is a must;
- Very good computer literacy – MS Office, Internet, Power Point;
- People oriented attitude;
- Good communication and organizational skills;
- Accuracy and result orientation;
- Team Player.

> **WE OFFER:**

- Development in a multinational company operating in several EU countries;
- Opportunity to gain knowledge in highly developing sector in the field of green energy and environment friendly solutions;
- Excellent working conditions including opportunities for social benefits, etc.;
- Be part of a team of professionals, knowledge leaders in PV sector in Eastern Europe.

If you're interested in joining the Solarpro team, please send us a CV and a Cover letter (optional) to the following address: hr@solarpro.bg

www.solarpro.bg

