

WE'RE HIRING!



Office Assistant - Belgrade, Serbia

Dominion Voting is searching for a passionate and organized **Office Assistant** to join our team in Belgrade, Serbia! This position is responsible for assisting with all office facilities and day-to-day administrative activities; managing all logistics required for company events; and coordinating travel and meetings.

Responsibilities

- Answers and routes phone calls, handles and forwards mail, scans and organizes physical and digital documents and files, and welcomes guests.
- Maintains office supplies by checking stock to determine inventory levels; anticipating, ordering, placing and stocking supplies which are used in office on daily basis.
- Assists in scheduling and organizing of meetings to include sending out meeting requests, preparing documents and reports, ordering catering, setting up audio visual as needed, etc.
- Plans, schedules and organizes company events i.e. team building, Christmas party and all others events.
- Schedules and coordinates travel arrangements i.e. conferences, transportation, hotel reservations, etc.
- Collaborates and communicates with Finance and HR Departments ensuring that they are provided with all the necessary information.
- Act as the point of contact for all vendors and contractors for the building, security, electrical, plumbing, heating, refuse and any other facilities maintenance.
- Collaborates and communicates with facility management contractors ensuring that they are provided with all the necessary information.
- Updates and maintains databases such as mailing lists, contacts lists and contractors information.
- Oversees the cleaning assistants to ensure that the office remains an employee friendly environment at all times.
- Other office and administration related tasks as requested by your Manager.

Qualifications

- High school education or higher is required.
- 2+ years' experience in an administrative position with experience managing all functions of an office.
- Experience supporting multiple functions and/or individuals within a fast-paced organization.
- Have an out-going and friendly personality and must be passionate about providing support to others.
- Highly detail-oriented with a strong ability to multi-task, stay organized and meet deadlines.
- Strong computer skills on to include MS Office Suite, including Word, Excel and Outlook programs.
- Strong verbal and written communication skills to include strong abilities with the English language including knowing the meaning and spelling of words, rules of composition, and grammar.
- Ability to analyze problems and identify potential solutions and preventive measures.
- Ability to establish and maintain positive relationships with colleagues, customers and vendors.
- Prolonged activity occurs while sitting at a desk at the computer/phone. There may be intermittent physical activity including walking and standing. Ability to lift up to 35 pounds.
- This position is typically in an office environment with ambient room temperatures, lighting and traditional office equipment as found in an office environment.

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