

VACANCY ANNOUNCEMENT

Company Profile: Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro and the Netherlands, employing approximately 6,000 people. The activities of the BALFIN Group comprise the development and management of real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

ACREM is part of the BALFIN Group specialized in providing Real Estate Management. ACREM is the managing company of TEG and QTU shopping centers, TLP, Rolling Hills and Ambassador 3. With a large network of professionals, ACREM offers a broad package of services such as: Financial Consultancy, Marketing, Leasing and Management.

Position: Executive Assistant

Location: ACREM Offices, TEG

Reports to: CEO ACREM

Summary of the Position

The Executive Assistant is the first contact person in the CEO's office. This function is an important bridge between CEO and / or company managers and other company's executives. Coordinates the work between CEO and the departments within the company and supports CEO-s needs during the daily performance.

Duties and responsibilities:

- Organizes the agenda of CEO for activities and meetings.
- Maintains "Meeting Minutes" for meetings organized by the CEO & delegates to each relevant requirements.
- Delegates to the responsible persons various issues or requests of the CEO related to the daily work activity at the company level.
- Collects and processes data for the preparation of various business reports as requested by the CEO.
- Prepares official documents and announcements, towards partners, state institutions or private entities as requested by the CEO.

- Follows the work processes for current and new business development projects, as well as contractual relationships with clients.
- Follows up reporting to the CEO for the digitalization projects until finalization with each department within the company.
- Attends in meetings held as part of the Retail Digital Team, and prepares various reports that may be required on the progress of the new digital projects and initiatives.
- Collaborates with all departments of the company, to raise awareness of the importance of digitalization processes and forwards new projects / initiatives born within the company to the CEO.
- Makes hotel reservations in and out of country and travel tickets reservations, for CEO and managers as needed for travel, referring to company policies and procedures
- Performs other job- related duties assigned by the CEO.

Requirements

- Minimum of 3 years' experience in the same or similar position
- Bachelor degree and/or Master's Degree Business Administration or Finance, or Social Science & Legal
- Excellent teamwork skills
- Fluency in English (Knowledge of others foreign languages are preferable)
- Highly computer skilled

Other Skills/Abilities

- Excellent communication/ presentation skills
- Ability to analyze and interpret data to prepare reports.
- Methodical and organized
- Honesty and integrity

Work conditions: BALFIN Group offers an attractive benefit package, including a fair remuneration based on merit and performance evaluation.

Application Procedure: To apply for this position, please submit a CV and a Motivation Letter before **16/06/2022** at the email address: hr@acrem.al

** All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".*