

Mountain Forest Investment D.O.O.
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Podgorica, the 14th of October 2022
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(If you have any questions, please directly consult your designated contact person)

Subject: Job Advertisement for Assistant to the Managing Director / full-time or part-time

WHO WE ARE: Rufil Montenegro Consulting is one-stop advisory for expats, internationals and investors interacting with Montenegro. With our German origin, international roots, and feet on ground, we have united our destination knowledge and expertise to support international customers in Montenegro!

OUR VISION: "We support you in Montenegro!"

OUR TEAM: With our internationally experienced team, we solve all questions of our clients regarding their business in Montenegro.

To support our office in Podgorica, we are currently looking for: ***Assistant to the Managing Director / Full-Time or Part-time***

POSITION SUMMARY

The Assistant is reporting directly to the Executive Director.

The Assistant to the managing director works within an international environment that is vision-driven, results-driven, and client oriented. The ideal individual will possess strong administrative and organizational skills. The Executive Assistant must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

The professional English language knowledge is mandatory, knowledge of additional language (German or Russian) would be an advantage for an ideal candidate.

TASKS AND RESPONSIBILITIES

- Making the managing director free of all administrative tasks
- Provide support services to the Executive Director
- Responsive tasks and requests management
- Execution of client-oriented administrative and procedural tasks
- Support Executive Director with internal and external communications
- Conduct research and analysis on issues of interest to the Executive Director
- Support and manage a high-volume of requests and projects to meet the objectives of the Executive Director
- Prepare and edit correspondence, presentations, reports, and memos
- Support the Executive Director in strategic communications, organizational strategy, and all other special projects as assigned
- Organize online / offline events and meetings
- Document management and archiving
- Visit to relevant institutions and administrative offices
- Assist in other administrative tasks as needed

QUALIFICATIONS

- Starter or elementary experience
- Must: English fluently spoken and written
- Nice to have: Knowledge of German or Russian
- Knowing all the main programs and tools of office communication
- Working efficiently with all digital tools of communication

YOUR SKILLS

- Accuracy and punctuality
- Fast learning ability
- Ability to work with the large scope of information
- Attention to detail and stress tolerance
- Discipline

- Goodwill and no-conflict approach
- Good analytical skills
- Desire to grow and develop in an international environment

WE OFFER

- Pleasant working environment
- International team
- Interesting and challenging work
- Educational and mentoring opportunities
- Salary as to your skills, qualifications and work experience
- Good opportunities for promotion and personal development.

TO APPLY

Send resume to:

Ms. Bojana Minic

Executive Director

minic@rufil-consulting.com