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The Center for Career Development and Student Counseling of the University of Belgrade invites you to apply for job vacancy in **American Chamber of Commerce**

Job Title: ADMINISTRATIVE ASSISTANT

Requirements:

- University degree preferred but not required;
- Solid written and oral English language skills are required;
- Full computer literacy, especially MS Office;
- Excellent organizational skills and sound interpersonal skills.

Status: The temporary position is located within AmCham Executive Office team, directly reporting to the Executive Director.

Main responsibilities:

ADMINISTRATIVE ASSISTANT is responsible for efficient functioning of the administrative affairs (ADMINISTRATION); and assists the execution of the official events (EVENTS MANAGEMENT/NETWORKING);

1. ADMINISTRATIVE ASSISTANT is responsible for ADMINISTRATION of AmCham Office. This function includes all secretarial activities in support of the main functions with the AmCham office such as:

- Answers telephones, responds to inquiries, forwards calls, and takes messages, welcomes guests and arranges a meeting room;
- Schedules appointments for Executive Director and coordinates all details for meetings. Where appropriate, provides background information before meetings;
- Receives and sorts incoming correspondence for the AmCham Office. Assists with outgoing official correspondence;
- Assists AmCham Office in preparations for Board of Governors meetings, as well as with meetings with member companies. Prepares copies of the material required for the meetings;
- Maintains and updates the document filing system according to AmCham Policy Manual;
- Maintains and updates AmCham databases of Members and Guests information;
- Assist in organizing business travel for AmCham employees, including making reservations and payments for travel and accommodation, obtaining invitations and cash advances;
- Updates on a monthly basis the official book of legal documents and contracts;
- Assist in purchasing and maintaining office equipment and office supplies.

2. ADMINISTRATIVE ASSISTANT helps in fulfilling all tasks related to EVENTS MANAGEMENT:

- Sends invitations to all members and guests;

- Tracks responses in the central file;
- Creates nametags for all attendees;
- Arranges for a photographer to be present

If you are interested and meet above listed requirements please send your resume and cover letter to the following e-mail: saradnja@razvojkarijere.bg.ac.rs

Application deadline: 11.05.2011.