

FINCA is an American Financial Institution operating in Eurasia, the Middle East, Africa and Latin America, serving over 2.3 million clients, announces:

**VACANCY**  
**Executive Assistant**  
**Head Office – Pristina**

**RESPONSIBILITIES:**

- Responsible for all administrative work of the Executive Office;
- Maintains the Executive's daily calendar including meetings inside and outside the Institution, organizes meetings and receives guests of the Executive Office;
- Keeps minutes of various meetings;
- Checks emails dedicated to the Executive Office and receiving official letters;
- Is responsible for maintaining and saving all important documents of the Executive Office and other departments of the Institution;
- Cooperates with all Institution Departments and Branches;
- Is obliged to maintain the confidentiality of the Institution;
- Receives all documents, administers and records them in the protocol book;
- Classifies and distributes all documents to appropriate persons;
- Protocols documents coming from abroad and submits to the Department or to relevant persons;
- Performs other duties as required by the Direct Supervisor in addition to the duties and responsibilities mentioned;

**SKILLS AND QUALIFICATIONS:**

- Excellent command of English both in spoken and written language is required;
- Faculty of Economics, Law or Business Administration;
- Very good knowledge of MS Office software (Word, Excel, PowerPoint);
- Good organizational skills;
- Good social and communication skills;
- Experience working in financial institutions will be an advantage.

Please send your CV and a motivation letter to the e-mail address: [recruitment.hr@fincakosovo.org](mailto:recruitment.hr@fincakosovo.org) or apply online through website [www.fincakosovo.org](http://www.fincakosovo.org). The title should state the position of the job and the place. Applications submitted in other forms are not considered. Female candidates are encouraged to apply.

**Only selected candidates will be contacted. Female candidates are strongly encouraged to apply.**  
**The application deadline is until 28.10.20.**

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