

Position: **Administration Manager**

General requirements:

1. Required bachelors degree in related field.
2. MBA desired.
3. Excellent writing and presentation skills in both Albanian and English.
4. Three years of prior experience in Administration or Project Coordination.
5. Excellent interpersonal skills.
6. Ability to work in teams and manage their efforts.
7. Possess a valid driving license.

Duties and Responsibilities:

- The Administration Manager shall report and provide strategic support to the CEO by planning, directing and monitoring the human resources and the budgetary function of the company.
- Coordinating and managing the activities of the administration including the following areas: Human Resources, Procurement, Legal Services and IT, whilst making use of the modern administrative methods including quality management and information systems.
- Coordinating and implementing company staff management and staff policy including recruitment, staff rights and obligations, appraisal and promotions, training.
- Ability to manage multiple sites / locations of all sizes using a standardized project management methodology and managing large facility department budgets.
- Conceptualize and implement various processes in the admin / facilities areas.
- Manage a team of in house experts / professionals as well as vendors to handle services including building maintenance, and transport.
- Manage and ensure timely completion of projects.
- Contribute to business continuity planning and disaster recovery.
- Responsible for overseeing the maintainance of office equipment, their repairs when necessary and makes recommendations for new or additional office equipment when needed.
- Other duties if required from CEO.