



PLAZA CENTERS SERBIA

is recruiting

Become a part of the most experienced developers team in Central Eastern Europe

Position: Assistant to the Chief Financial Officer

Plaza Centers is continuing its works on the development of the shopping center KRAGUJEVAC PLAZA, a demanding construction project which will become a symbol of the region. The recruiting of the site management team is in progress. If you are motivated by responsibility that this position carries, and you have the necessary knowledge and skills, you are invited to apply for this position.

Key Responsibilities

- Provide ongoing support to the CFO with scheduling and maintaining of calendars, meetings, expenses, and travel and events to leverage the CFO's time and productivity.
- Provide all facets of executive level support to the Chief Financial Officer (CFO).
- Provide screening of incoming calls and correspondence, directing to others where appropriate
- Attend CFO meetings, prepare meeting minutes and track the action item's progress and deliverables
- Provide prompt and efficient customer service and information to guests, clients, business associates and employees over the phone and in person.
- Maintain comprehensive skills in Microsoft Word, Excel, PowerPoint and to prepare or assist with presentations, meeting materials, and maintain investor relations database.
- Support co-workers and their departments with coverage and other requests as needed to insure a smooth and efficient work environment for all executives.
- Maintaining employee files and the HR filing system and Ensure the relevant HR database is up to date, accurate and complies with relevant legislation.
- Assistance with HR issues including obtaining of residence and working permits, and maintaining employee files and the HR filing system to Ensure the relevant HR database is up to date, accurate and complies with relevant legislation
- Provide support between the tenants and the company in ongoing administrative issues
- Preparation of short term lease agreements with tenants according to company template
- Coordination flights and accommodations for the employees and guests of the company

Qualifications

- Bachelor diploma required; college level from state university preferred
- Minimum three to six years experience in a high level Executive Assistant role in a publicly held company
- Must be organized, detail oriented and professional.
- Ability to multi-task while managing competing priorities in a fast paced environment.
- Must be flexible, resourceful and demonstrate excellent time management skills.
- Occasional travel.
- Excellent oral and written skills required.
- Proficiency in Microsoft Office.
- Experience supporting Finance function preferred
- Quick learner and good interpersonal communications skills
- A high level of confidentiality

You can send your CV in English to financejob@plazacenters.rs, stating which work position you are applying for. Only short-listed candidates will be contacted

- Quoted on the London and Warsaw stock exchange
- Full time operation in 9 countries Hungary, Poland, Czech Republic, Greece, Bulgaria, Serbia, Latvia, Romania and India
- Currently have 3 developments in Serbia
- A pioneer in its field completing 29 shopping malls, with an additional 33 projects in development
- One of the most experienced developers of western style shopping and entertainment centers in the emerging markets
- Biggest portfolio of completed projects in Central and Eastern Europe

www.plazacenters.com

