



If you are looking for a new way to challenge yourself

we may have the right opportunity for you!

Balkan Services is an IT consulting company helping organizations to nail the right software solution for their growing business and implement it in the fastest, most efficient, and smooth way.

In relation to new projects and increased work volume, our team is growing.



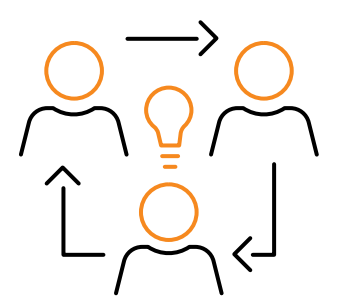
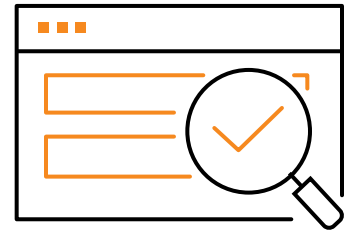
We are looking for:

Executive Assistant

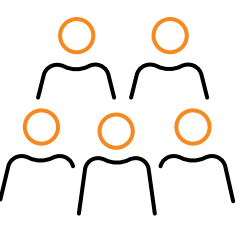
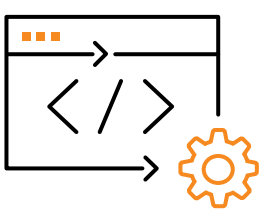
A skilled partner to support our executive with everything from managing calendars and arrangements to anticipating needs before they arise. If you're someone who thrives in a fast-paced environment, loves technology, and excels at building and maintaining healthy relationships, this is your role!

What you'll do:

- **Organisational wizard:** Keep the executive's day running smoothly by managing calendars, travel plans, meetings, etc.
- **Master of details:** Oversee important emails, event planning, and every detail that keeps things running smoothly.
- **Proactive Problem Solving:** Anticipate and address challenges before they become problems.
- **Trustworthy communication:** Handle emails, phone calls and all communications with clarity, professionalism and diplomacy.
- **Foster Healthy Relationships:** Build trust and maintain strong, positive relationships with both internal teams and external contacts.
- **Adapt with Ease:** Navigate changing priorities in a dynamic, fast-paced environment with flexibility and poise.



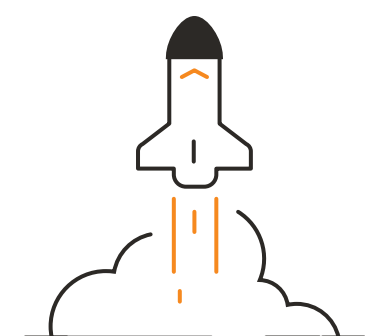
What you bring:



- You're comfortable with software solutions and able to understand the context of business software and/or Balkan Services' business.
- Strong organizational skills and attention to detail.
- Emotional intelligence to handle high-pressure situations with care and empathy.
- Discretion and professionalism in handling sensitive information
- Drive for personal and professional growth
- Ability to cultivate and maintain healthy, productive working relationships.

Why you'll love it:

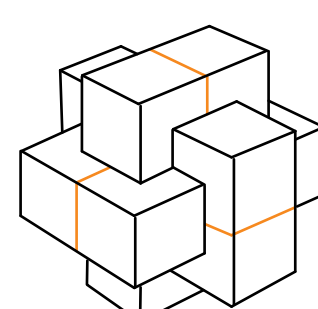
- Flexible work arrangements, including remote working and occasional travel opportunities
- Growth opportunities in a company that values integrity, initiative, creativity and personal development
- A supportive, professional and inclusive team culture
- The chance to learn, develop skills and a winning mindset.



ARE YOU INTERESTED?

Then we look forward to receiving your application online at jobs@balkanservices.com

The first part of our recruitment process is a task that we will send to approved candidates.



The second part of the recruitment process will be an interview with the candidates who succeeded with the task.