



**Dr. Pendl & Dr. Piswanger Albania**, the Human Resources Consulting Company, very successful in Albanian market since 2001, branch of Dr.Pendl & Dr.Piswanger GmbH in Vienna, is currently looking on behalf KCA Deutag Albania for potential candidates for the position of :

## Administrative Coordinator

The admin coordinator serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues. Coordinates the provision of office and staff support services to the office, and oversees and/or participates in the coordination, supervision, and completion of special projects and/or events.

### Main Responsibilities of the position include:

- Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues
- Assists with project development and planning to ensure more efficient service and organization of the office.
- Assists in the coordination, supervision, and completion of special projects as appropriate.
- Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.
- Performs miscellaneous job-related duties as assigned.
- Staff Planning – creation of shift plans
- Journey Management
- Create documents, statistics (word, excel, powerpoint)
  - For daily operation
  - HSE
- Keep relations with AKBN
- Support of operation from day-to-day business beyond general finance and administration work

### Job Knowledge Skills and Experience:

- Minimum of 5 years previous administrative coordination duties. preferably in international companies or institutions
- Records maintenance, Information research and database management skills.
- Ability to analyse and interpret financial data and prepare financial reports, statements and/or projections.
- Word processing and/or data entry skills.
- Knowledge of office management principles and procedures
- Good organization, time management and prioritization
- Excellent communication ability, fluent in English language both written and verbal.
  
- **Place of work: Dures**



Interested professionals are invited to send their professional resume until **25.03.2022** to the following e-mail address: [L.zhebo@pendlpiswanger.com](mailto:L.zhebo@pendlpiswanger.com)