

UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in the administrative position:

ADMINISTRATIVE ASSISTANT

The purpose of the Administrative Assistant role is to provide administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the office's concepts, practices and procedures.

Responsibilities:

- Handling office tasks, such as filing, generating reports and presentations, setting up meetings;
- Providing real-time work scheduling support;
- Prepare communications, such as memos, emails, meeting minutes, reports, speeches, briefings, and other external communications. transcribe minutes;
- Write and edit documents from letters to reports and instructional documents;
- Preparing facilities and arranging refreshments for events, when required;
- Making travel arrangements, such as booking flights, transportation, and making hotel and restaurant reservations;
- Organize and maintain files and databases in a confidential manner.

Key Qualifications:

- Bachelor's degree is required. Master degree is preferable;
- Experience in a similar role is preferable;
- Proficiency in office management systems and procedures;
- Proficiency in MS Office programs;
- Excellent time management skills and strong organizational skills with the ability to multi-task;
- Excellent written and verbal communication skills;
- Fluency in English language;
- Proficiency in Turkish language is preferable.

Deadline for Applications: January 21st 2023

For more information we invite all interested candidates to visit our website www.unyt.edu.al (job vacancies section)

Applicants need to demonstrate ability to strengthen the departmental and organization's profile. Cultural adaptability, the ability to collaborate well in a multi-ethnic environment.

Application:

Qualified candidates are kindly requested to submit application through our website <https://unyt.edu.al/index.php/work-with-us/> the following;

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, at least two professional references

IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL APPLICANTS** will receive feedback from the Human Resources Department