

## **Administrator in the IT sector**

### **Qualifications:**

- Excellent knowledge of English – both written and spoken
- Strong presentation skills
- Exceptional communication skills (both verbal and written)
- Dedication and focus on accuracy and quality
- Proactive with a team-oriented spirit
- Knowledge of IT systems and basic technical support (an advantage, but not essential)
- Responsibilities:
  - Administrative support for the IT team
  - Communication with partners and clients
  - Organizing and managing IT documentation and meeting records
  - Creating presentations

### **We offer:**

- A very friendly working environment within an excellent IT sector
- Opportunities for professional development and career advancement
- Working with various international markets
- If you believe you meet the above qualifications and wish to become a part of our team, please send us your resume, we will contact you.

If you believe you meet the above qualifications and wish to become a part of our team, please send us your resume, we will contact you.

Send applications to the email: **[gordana.kostic@beko.com](mailto:gordana.kostic@beko.com)**