



The USAID Agribusiness Project is seeking for a long-term

Administrative Assistant
for its regional office in **Novi Sad**

Background

The Serbian agricultural sector has a great potential for rapid growth but producers need assistance if they are to meet the end markets' requirements in terms of volume, quality, and cost of production levels. To realize this potential in both the domestic and export markets, the USAID Agribusiness project will strengthen capacity of farmers' production while, at the same time, linking producers into efficient, market-driven value chains. This program aims to stimulate growth in Serbian's agricultural sector, which will contribute to achieving sustained, broad-based economic growth. The technical approach is to build producer capacity to increase farm-level productivity, cost competitiveness, and post-harvest management while at the same time building market development capacity in order to tie production to viable market opportunities.

Tasks:

The Administrative Assistant is responsible for smooth administrative operations of a project office. Specific tasks include, but are not limited, to the following:

- Receptionist Duties – Greet guests and visitors of the project office in a professional and courteous manner;
- Communications Management – Handle calls, mail and electronic communications; deals with correspondence; and interface as appropriate to parties passing through or using the project office. In addition, route messages and information to appropriate individuals.
- Information Management – Develop and maintain office filing systems, maintain library resources, take, prepare and distribute minutes from meetings.
- Meeting, Travel and Schedule Management – Help manage the professional staff calendar, schedule meetings and prepare materials for meetings; make travel arrangements, hotel reservations.
- Translation and Interpretation – Provide written translation of documents as needed, serve as interpreter for seminars, training and meetings. Coordinate other translators as needed, work as a team with other translators as needed to handle large-scale translations and editing of documents.
- Financial Management – Assist staff with completion and timely submission of timesheets, travel vouchers, cost tracking and other financial management tasks as necessary.
- Conference and Workshop Coordination – Assist with setting up, coordinating and facilitating conferences and training sessions.
- Presentations and Reports – Assist staff with the preparation of reports and presentations.
- Provide logistic assistance to Sector leads in the field work (collect information, collect survey, reports).
- Assist vehicle maintenance: schedule repairs, car washing, car parts procurement, vehicle logs and back up documents review and timely submission to Belgrade office.
- Assist and perform all task related to Novi Sad office purchases included but not limited to every day coordination with Belgrade Administration, Finance, Grant and Procurement departments.
- Assist with TAMIS update (administrative and project menu).

Skills and Qualifications:

- English language proficiency, strong communication and interpersonal skills, and the ability to work effectively in a team environment;
- Excellent knowledge of Microsoft Office software ;
- USAID experience is a plus.

Please send you CVs in English to office@agrobiznis.net by COB July 19, 2011.