

Gazelle Finance Universal Credit Organization LLC

TITLE: Executive Assistant/ Office Manager

LOCATION: Yerevan, Armenia

JOB DESCRIPTION: The Executive Assistant will be responsible for the organizational management of the office and providing administrative support to Gazelle's multi-cultural executive leadership team. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks, will be exceedingly well organized and detail oriented, and will have strong interpersonal skills to support a small office of diverse people in a fast-paced business environment. This individual must be able to multi-task effectively in a variety of roles under minimal supervision.

JOB RESPONSIBILITIES:

- Provide administrative support to the senior leadership team, including:

- a) Receiving and interacting with visitors;
- b) Answering and managing incoming calls;
- c) Maintaining paper and online records and defining procedures for their retention, protection, retrieval, transfer and disposal;
- d) Arranging meetings and conference calls (including coordinating all meeting logistics, developing agendas and meeting materials);
- e) Drafting correspondence and presentations;
- f) Providing other daily support to staff as needed.

- Perform general office/ facilities management duties, including:

- a) Managing relationship with office landlord and other office related service providers;
- b) Managing IT systems and service providers;
- c) Managing the inventory of office supplies, ordering additional supplies as needed and ensuring that costs are appropriately managed;
- d) Maintaining office facilities and equipment by assisting with procurement and routine maintenance and upkeep.

- Assist with various payroll and human resources functions, including:

- a) Entering new employees into the payroll system;
- b) Maintaining required and voluntary payroll deductions in the payroll system;
- c) Performing initial processing of payroll;
- d) Managing administrative processes of recruiting, selecting, and on-boarding of new hires.

- Assist finance team with book-keeping functions, including:

- a) expense reconciliation & entry,
- b) salary processing
- c) client invoicing

- Assist investment team with various functions, including:

- a) Client-profile input into AS-Bank 4.0, AS-Accountant 7;
- b) Client-package compilation;
- c) The organizing of documentary-flow between Gazelle Finance, legal, notary office and clients
- d) Document translation, proof-checking, basic financial analysis/model proof-checking

- Serve as Gazelle's Environmental, Social and Governance (ESG) and Technical Assistance (TA) program Coordinator where she supports the Group COO

REQUIRED QUALIFICATIONS:

- (Under) graduate degree, background in technical and/or natural science is welcomed;
- At least 3 years of professional experience working in a bilingual English and Armenian speaking office environment;
- Native Armenian speaker, fluent in English and Russian language with strong English writing skills;
- Proven ability to work in a dynamic, fast-paced, high-growth environment where everyone is expected to balance multiple roles and commitments;
- Self-starter with positive attitude, willing to roll-up sleeves and do the actual work and operate independently with limited guidance;
- Excellent organizational skills and attention to detail;
- Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines; creative, dedicated, hard-working, strong analytical & problem-solving skills.
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams), AS-Bank 4.0, AS-Accountant 7, IT/Network administration skills is a plus

REMUNERATION/ SALARY: Competitive salary, plus participation in the company incentive program and standard benefits.

APPLICATION PROCEDURES: Interested and qualified candidates are welcome to send their CV and a cover letter to: armenia@gazellefinance.com indicating the position title in the subject line of the email.

OPENING DATE: 08 July 2020

APPLICATION DEADLINE: 22 July 2020

ABOUT COMPANY: Gazelle Finance Universal Credit Organization LLC is investing in high growth small and medium enterprises (SMEs) in Armenia. To learn more about Gazelle Finance, please visit: www.gazellefinance.am.