



Media Group

Do you want to get part of bTV Media Group Team?

...Then take the exciting opportunity to demonstrate your professional skills in a media environment.

We are looking for a focused and enthusiastic person to join us, as a:

Executive Assistant to the Executive Directors

Our Requirements:

- University degree and at least 3 years on a similar position;
- Substantial administration experience and/or high level secretarial practice;
- Track record of successful working at Executive level and awareness of needs of business in a complex environment;
- Evidence of success in prioritizing and dealing with high level sensitive information and enquiries;
- Project management skills and ability to grab the essence and summarize;
- Monitoring dead-lines and being consistent in follow-up on meetings and projects;
- Performing excellent reporting skills
- Excellent planning, organization and time management, with the ability to work under pressure and to tight deadlines;
- Corporate culture awareness with ability to operate with confidence and credibility across all functions of the organization;
- Sound experience of advanced administration with extensive knowledge of Microsoft packages including Excel and PowerPoint with ability to create and maintain financial spreadsheets and presentations to advanced level;
- Fluent English (written and spoken), great communication skills required.

Your main Responsibilities:

- Provide full range of support to Executive Directors of the company, playing an essential support to their daily operational as well as strategic work, close cooperation with directors' personal assistant.
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and financial data

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- Accompany the executives to business meetings, keeping meeting minutes and follow up with various stakeholders on the agenda points
- Follow up on internal projects, liaising with project stakeholders, making sure projects deadlines are met and following up on results
- Compile data and prepare reports by collecting and analyzing information, perform research on assigned topics.
- Communication and cooperation with the head quarter teams and personnel
- Review documents and correspondence addressed to the executives to ensure it is in the expected quality and in line with the internal rules and standards, follow up with the document prepares
Together with directors' personal assistant making sure agenda and materials for executive director meetings, video and telco conferences are ready in advance in the required quality
- Provide executive support to an Executive Directors, as allocated, co-ordinating events and business continuity, ensuring that allocated programmes of work and responsibilities are delivered effectively to time and agreed standards;
- Provide effective communications and relationships with internal and external contacts, ensuring that messages and relations contribute positively to the Company's reputation;

If you are excellent in doing all above mentioned and possess positive attitude, attention to details and like to be initiative, this is definitely your position!

Don't hesitate to apply on-line at :

http://bit.ly/Executive_assist

no later than 31.08.2017!

Your application will be treated as strictly confidential!

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