

Job Vacancy: Administrative Assistant in Kosovo

Boga & Associates is seeking a qualified and motivated **Administrative Assistant** to join our **Pristina office**. The ideal candidate will possess strong organizational skills, a proactive attitude, and the ability to work both independently and collaboratively within a team.

Qualifications:

- University degree.
- Excellent communication skills.
- Proficiency in spoken and written English (additional languages are a plus).
- Strong ability to work independently as well as part of a team.
- Proficient in Microsoft Office Suite.

Application Process:

Interested candidates should submit the following documents to info@bogalaw.com:

1. Letter of Interest.
2. Copy of University Degree and other relevant qualifications.
3. Curriculum Vitae (CV in EU Format), including a recent photo.

Application Deadline: July 10, 2024

Please note that only shortlisted candidates will be contacted.