



JVBD**DESIGN**WORKS

# We are hiring!

We are looking for the perfect fit to our team in the **multicultural, challenging and creative environment**. As **administrative and logistics assistant** you will be the bridge between our **international clients, architects and the office manager** undertaking a variety of tasks, and for that reason we are looking for someone with:

- excellent written and verbal communication skills,
- excellent interpersonal abilities and collaboration skills,
- excellent time management, organizational skills and ability to multi-task and prioritize work,
- strong sense of responsibility and ownership,
- basic understanding of accounting and taxes,
- prior work experience with administrative work (administrative assistant, office administrator etc.)
- proficient in Microsoft Office including Outlook and Excel,
- excellent Slovene and English language skills.

## Your tasks will include:

- correspondence with our suppliers and clients from all around the world,
- placing the orders, arranging the delivery and ensuring the goods arrive to the correct final destination,
- being solely responsible for receiving goods on a largescale, unpacking pallets with the load and making sure all the items have arrived without damage,
- monitoring the damaged/missed goods, and communicating with the sales representatives,
- managing the inventory of goods in stock, tracking the items coming in and leaving our warehouse,
- filing of invoices and other documents,
- meeting with accountants, end of the year financial record responsibility,
- supporting project budgeting and bookkeeping procedures (specifying the project costs, closing the accounts, etc.)
- offering reliable support to the office manager,
- visiting the project sites with our architects, preparing the houses for the photoshoot, staging and placing the products.

For this position you need a **can-do attitude**, ability to **adapt quickly** to challenging situations and at times **wear multiple hats**. If you are up for a challenge, please send us your **CV** and **motivational letter** (both in English) to **[jobs@jvbdesignworks.com](mailto:jobs@jvbdesignworks.com)**, by **November 10th, 2019**.

## About JVBDesignworks:

*We are a distinguished interior design company based in Ljubljana. We serve our clients from all around the world and bring new life to their homes. To learn more about us, please visit our website ([click here](#)).*